



Media Services Plan

Purpose

The purpose of the Media Services Plan is to provide employees and students access to multimedia services, equipment and supplies provided by Dixie Tech.

The resources available to Dixie Technical College are not limited to a particular library or resource center. They also include a variety of online libraries and learning portals that deliver learning materials to students and faculty. These resources enhance the learning process for students and assist instructors with the efficient and effective presentation of class information.

To further assist instructors and students, these learning resources are located and managed within each program specialty.

Individual instructors are responsible for generating their own education materials. Program directors and instructors are given a budget from which to procure, update and manage those resources. Students are encouraged to utilize program site libraries for periodicals, manuals, professional trade publications, audio-visual materials, equipment and other educational resources.

The Vice President of Instruction is responsible for overseeing all college instructional resources.

Program Directors and instructors are responsible for purchasing and maintaining the equipment in their program area with the approval of the Vice President of Instruction, with the input of faculty. Media equipment is ordered through Dixie Tech's IT Department.

Scope & Availability:

The College will provide learning resources required by faculty and staff in support of all program areas.

Educational Materials:

The College has a comprehensive and relevant array of learning resources available to students.

Each department maintains learning resources of current and relevant information specific to their field of study; media resources are kept current by departmental instructors. The College provides online media resources available for all students to access when applicable to their coursework. In addition, the College is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which are services of the Utah State Library Division. These two libraries provide a virtually infinite array of possibilities for students to access information throughout the United States.

Staff Roles/Responsibility:

The Vice President of Instruction oversees all programmatic budget resources for the purchase and maintenance of multimedia services, equipment, and supplies in each program area.

The Program Directors and Program Support Coordinators, with assistance from program instructors ensures that each piece of equipment is inventoried annually and catalogued by the end of each fiscal year. An inventory list is maintained by each department and kept in an online software program which is managed by the Finance Department. The Program Director or instructor is accountable for relevant educational materials and storage for instructional supplies in the classroom or lab as appropriate.

Orientation:

Dixie Tech requires all students to complete the institution's orientation on canvas prior to starting their respective program.

Instructors provide their own program specific orientation training to ensure that students are familiar with the location, proper handling and appropriate procedures for using all of the relevant educational materials and resources available to them.

Facilities:

Classrooms and program specific labs are equipped to support industry standards for each program.

The Testing Center is a Pearson Vue Certified Testing Site that can accommodate 12 test takers. During open hours, the Testing Center Coordinator is responsible for proctoring examinations.

The College's IT Department is available for repairs and troubleshooting during working hours.

Budget:

Program Directors and instructors prepare an annual budget request with input from their Occupational Advisory Committee regarding the need for new or updated equipment, repairs, maintenance and supplies to assure continued quality of industry standards. This budget is submitted to the Executive Team for approval.

Disposal of Obsolete Equipment:

Outdated equipment is sold through campus surplus, recycled, or disposed of properly in accordance with the Storage and Disposal of Non-Hazardous Equipment, Materials and Supplies Policy.

Annual Evaluation of Media Services:

An annual evaluation of media services will be conducted by the Executive and Instructional Management Teams, with such input from faculty and students as they deem necessary, and said evaluation shall be utilized to modify and improve the College's media services.