

MEDIA SERVICES PLAN

INTRODUCTION

Davis Technical College (College) media resources are available to students in Student Resource Centers located in each program. Faculty have access to print and media resources and services through Student Resource Centers, the Instructional Systems Design (ISD) Department, the Print Center, the Canvas Learning Management System (Canvas), and other software used to support the development of instruction and learning resources. Media services are available to ensure the achievement of desired learning and program objectives at all campuses. The purpose of this plan is to ensure that instructional resources and supplies are available to support the instructional programs offered by the institution.

SCOPE AND AVAILABILITY

Student Resource Centers

In accordance with the Equipment and Media Resources Policy, faculty supply and maintain current and relevant media resources in Student Resource Centers located in each program at all campuses. Program hours are listed on program web pages on the College website. Resources include the following:

- Audio-visual materials and equipment
- Equipment and applications currently in use in industry
- Manuals of a business, professional, technical, and industrial nature
- Internet access
- Periodicals
- Reference books
- Study guides

VARIETY OF EDUCATIONAL MATERIALS

Instructional Technology

The Instructional Systems Design Department provides professional development and distance education services as well as assistance to faculty in the design of curriculum, learning activities, and assessments. The department maintains equipment that faculty can check out for media development purposes. Services are available from 7:30 a.m. to 4:30 p.m. Monday-Friday and by appointment as needed.

Canvas is accessible from any computer with internet access and is available to students 24/7. Classrooms are equipped with computers for students to have access to online resources.

Print Center

The Print Center provides copiers throughout the school for instructional use and is open Monday - Thursday from 8 a.m. to 5:00 p.m. and Friday from 8 a.m. to 3:00 p.m. The center provides the following services:

- Black and White and Full Color Copying
- Basic Document Creation
- Full Color Scanning
- Cutting
- Drilling
- Coil and Fastback Binding
- Lamination—Roll or Pouch
- Shrink Wrapping
- Padding—NCR or Regular
- Scoring, Creasing, and Folding
- Mailing Labels
- Business Card
- Etc.

Upon request, faculty are given an information pamphlet outlining the services provided by the Print Center. This information is also listed on our website at davistech.edu/print-center. These services are also available to students.

Career Services

Career Placement Services provides computers with internet access for student use Monday-Thursday from 8 a.m. to 5:00 p.m. and Friday from 8 a.m. to 3:30 p.m.

RESPONSIBLE PERSONS

The Lead Instructional Designer is responsible for the implementation and coordination of media services. He coordinates with faculty members in each program to ensure proper materials are available in classrooms. He also coordinates with them to keep an inventory of the materials available.

ROLES AND RESPONSIBILITIES

Additionally, the ISD team advises faculty on best instructional practices. ISD personnel also administer Canvas, ensuring the system is secure and reliable, and provide training and technical support to faculty and students. ISD advises and assists faculty in the selection and/or creation of instructional material and assessments in meeting the objectives of courses and, if applicable, placing the material in Canvas.

Faculty are responsible for monitoring the use of computers and media resources in the classroom and for purchasing and maintaining reference and media resources in Student Resource Centers. Faculty follow the College Purchasing Policy when purchasing and replacing equipment, materials, and supplies; and they are responsible for notifying the College Information Technology and Facility Services Departments when repair or maintenance of equipment is needed.

Faculty are the developers of curriculum and, as such, are responsible for the development and maintenance of curriculum and supplemental learning resources for all courses. Faculty ensure curriculum and learning resources are available to students when a course is initiated and ensure material is updated at a minimum of

every three years. Faculty are responsible for compliance with institutional and industrial safety policies and for assisting with the inventory of materials and equipment used in classroom, lab, or shop areas.

Auditing and additional support services for faculty are provided through the director of instructional systems and accreditation coordinator.

ORIENTATION FOR USERS

As part of the student program orientation, faculty inform students of resources available in Student Resource Centers as well as the proper use of these materials.

The Instructional Systems Design team is responsible for one-on-one training with faculty on effective instructional practices; development of curriculum, supplemental learning activities, and assessments; and Canvas. Tutorials and professional development courses for Canvas are also made available to students and faculty. Additionally, Instructure hosts a Canvas Help Center website with guides and resources for faculty and students.

A professional development specialist develops and delivers structured training activities to faculty and staff, including an Employee Orientation. The specialist is also responsible for coordinating the development and delivery of the New Student Orientation.

FACILITIES AND TECHNICAL INFRASTRUCTURE

Students have access to classroom computers during classroom hours. If they need access to computers outside of classroom hours, there are 12 computers available in Career Placement Services. Classroom computers are maintained and serviced by the Information Technology Department. Problems may be reported by emailing the IT Service Desk or calling the Information Technology Department.

Classrooms are equipped with Student Resource Centers, which are designated areas in each classroom used to provide students with access to a variety of current, relevant, educational material such as textbooks, reference books, periodicals, industry or equipment manuals, audio visual materials, and other learning resources or materials used as supplemental instructional materials.

The Facility Services Department is responsible for assisting faculty in the maintenance of facilities and in the maintenance and removal of instructional equipment. Faculty who need assistance with equipment and maintenance submit an electronic form describing services needed. Any service requested that is beyond the capability of internal resources is contracted with third-party service entities.

The Information Technology Department has contracts and maintenance agreements with individual vendors for the printers and copiers used throughout the college. If repairs are needed, the vendor is contacted. If equipment needs to be replaced, the Information Technology Department follows the College purchasing procedures.

BUDGETARY SUPPORT

The budget is developed with the College controller, prioritized by return on investment and approved by the College Board of Directors. The faculty have authority to spend approved budgets in a manner consistent with their program objectives.

All College directors and managers are responsible for making the purchases necessary to provide the services under their purview. The Print Center receives an annual budget that covers expenditures, revenue, and capital purchases. All purchases are made in accordance with the College's Purchasing Policy and Procedures.

ISD receives an annual budget that covers expenditures and purchases related to the coordination of media services and the support of faculty in their development of curriculum. The ISD budget includes annual support for digital student resources available to students, such as Canvas.

EVALUATION OF MEDIA SERVICES

At the end of each course, students are asked to complete a course evaluation. The evaluation asks students to rate the availability of course materials; the condition of equipment, classroom, and labs; their ability to access and use online resources; and if the Career Placement Services hours meet their needs. Student course evaluations are available online for directors of programs. The directors review the evaluations and discuss them with each faculty. This feedback is used to set goals, justify purchases, and ensure continuous improvement. The evaluations are also used in the annual program review to determine program and course effectiveness.

Faculty and staff also evaluate the Print Center, the Information Technology Department, and the Bookstore annually. This information is gathered using an annual College Survey of Services. Reporting information from this survey is available in Tableau.

CURRENT INVENTORY OF MEDIA RESOURCES

The Instructional Design Department (ISD) provides an inventory management tool/procedure that assists faculty in keeping an accurate inventory of materials used in the classroom, lab, or shop areas. Faculty has access to this inventory and can update it as needed. A review of resources is conducted annually in a collaboration of ISD and program faculty.

Multimedia, learning resources, and videos are housed in the individual courses in Canvas with a backup and redundancy provided by Instructure.

Program capital equipment is inventoried annually as required by the Property and Fixed Asset Accounting policy.

EDUCATIONAL MATERIALS

Information Technology Department

The Information Technology Department enters into a Service Level Agreement with College divisions and programs, which sets forth the duties and responsibilities of each party of the agreement. Generally, the Information Technology Department is responsible for the following:

- Approval of technology-related purchases to ensure standardization.
- Computer hardware maintenance and repair.
- Disk images and enterprise systems.
- File backups and restoration.
- Intrusion detection and prevention.
- Network hardware, configuration, and connectivity.
- Printers connected to the network.
- Security, software installation, and support.
- Systems troubleshooting, telecommunications, and upgrades.

Faculty and staff contact the Information Technology Department to request services through the IT Service Desk tool. Students should notify their faculty, advisors, or any other staff of technical issues they may encounter while utilizing College software and/or equipment.

Utah Education Network

The Utah Education Network, a state educational technology consortium of Public and Higher education, provides the following:

- Coordination and support of the telecommunication needs and initiatives of public and higher education.
- High-quality, cost-effective internet access and appropriate interface equipment.
- Procurement, installation, and maintenance of telecommunication services and equipment.
- Development and implementation of programs and services for the delivery of distance learning.

Facility Services Department

The College Facility Services Department includes custodial; building maintenance; grounds maintenance; event set-up; move coordination; material handling; utilities; motor-pool; hazardous materials; and campus health, safety, security and risk management. The department is responsible for maintaining the campus facility and infrastructure in support of the educational mission of the College. Requests for maintenance, campus development, or improvement are made through the Facilities Service Request tool. Personnel can also use this tool to follow-up on project status.

INSTRUCTIONAL MEDIA SERVICES

The Print Center is staffed by full-time and part-time print center technicians. The center offers a variety of services to both faculty and students. The Instructional Systems Design team has two instructional designers, one lead instructional designer, one professional development specialist, and one videographer who are responsible for assisting faculty with online resources including online testing and media deployment. Technical equipment such as laptops, voice recorders, microphones, and cameras are available for use in creating and presenting instructional material.

MEDIA ACCESSIBILITY

Students have access to educational media via the Student Resource Center located in each classroom and through Canvas. The Print Center is also available for the use of students and faculty. Students must request accommodations through the College's Student Services department. Appointments are scheduled through the College's ADA counselor to discuss your needs. Before students can schedule appointments, they must have all necessary medical documentation supporting their accommodation requests. All supporting documentation must be provided during this scheduled meeting.