

Davis Technical College

Equipment and Media Resources Policy

Effective Date: 12 April 2018

1. Purpose

The use of learning materials and equipment at the Davis Technical College (College) is undertaken in accordance with all relevant internal, institutional, and program accreditation policies and procedures. This document clarifies the roles, responsibilities, and requirements for the development and maintenance of learning materials at the College.

2. References

2.1. College Network Resources Acceptable Use Policy

2.2. College Technical Infrastructure Procedures

2.3. Council on Occupational Education

3. Definitions

3.1. Instructional Media – Any print or non-print learning resources (e.g. books, manuals, periodicals, computer software, films, videotapes, audio tapes, slides, and others) and the equipment and services necessary to use them.

3.2. Instructional Methods – Methods used by faculty to enable students to acquire specific knowledge, skills, and attitudes. Examples include, but are not limited to, lectures, questions, discussions, visuals, exercises, summaries, case studies, electronic simulation, demonstrations, practical hands-on exercises, and virtual reality sessions.

4. Policy

4.1. Media Resources

4.1.1. A Learning Resources Committee, consisting of a diverse employee group, will be implemented and coordinated by the instructional systems design coordinator.

4.1.2. The Learning Resources Committee will meet at least once annually to develop a Plan for Media Services that includes the following:

4.1.2.1. The scope of media services available to support instructional programs and faculty to ensure the achievement of desired student learning and program outcomes.

4.1.2.2. A variety of comprehensive, current, and relevant educational materials available for student use in program Student Resource Centers.

4.1.2.2.1. Student Resources Centers

4.1.2.2.2. Instructional Technology

4.1.2.2.3. Print and Media Center

4.1.2.2.4. Placement Services

4.1.2.3. Roles and responsibilities of designated staff members;

4.1.2.4. Orientation for user groups (i.e., faculty, students, and others);

4.1.2.5. Facilities and technical infrastructure essential for using media materials;

4.1.2.6. Annual budgetary support for the services; and,

4.1.2.7. Student and faculty evaluation of the availability, adequacy, and effectiveness of both print and non-print media services with results being utilized to modify and improve services.

4.1.3. Faculty will monitor appropriate use of media resources, including the use of the internet and Student Resource Center, in the program.

4.1.4. Faculty in each program will maintain an inventory of media resources in a centrally located Student Resource Center.

4.1.5. Instructional Systems Design personnel will advise and assist faculty, as needed, in the selection and/or creation of instructional media (both print and non-print) in meeting the objectives of the program and courses.

4.2. Textbooks

4.2.1. Faculty will seek quality textbooks and workbooks that are reasonably priced and relevant to instruction.

4.2.2. Required textbooks will be provided to high school students in the classroom.

4.2.3. Reference textbooks will be available for student use in the Student Resource Center.

4.2.4. Students will be required to purchase consumable instructional materials, such as workbooks, uniforms, and kits.

4.3. Instructional Supplies and Equipment

4.3.1. Students will get sufficient practice using equipment and materials similar to those used in the occupation.

4.3.2. Faculty will maintain current and relevant instructional supplies and equipment.

4.3.2.1. Equipment relevance will be determined by the Employer Advisory Committee.

4.3.3. Instructional supplies and equipment will be available to students to effectively achieve program goals.

4.3.4. Sufficient instructional equipment and consumable supplies will be will be acquired, repaired, and replaced in a timely manner to support continuous instruction.

5. Approval and Notes

President's Council Approval: 12 April 2018

Revised: 12 February 2018

Originally approved: 24 April 2008