

AVTEC Media Services Plan

Purpose of the Plan

The objective of this plan is to ensure proper availability and implementation of media services (both print and non-print) to students and instructional staff for maximum student success.

User Groups

- AVTEC Students
- AVTEC Instructional Staff

Scope of services

Learning Resources and Media Services available to the AVTEC community are relevant educational materials which meet and enrich the needs of the training programs and support the instructional staff for effective teaching. The activities to support this plan include purchasing, maintaining, organizing, and inventory of learning resources and media services, and collaboration with instructional staff to maintain current and applicable educational material. All students have access to media services and assistance with locating resources, computer usage, and introduction to, and assistance with, AVTEC's learning management system (AVTEC Online), and general office activities.

Facility: Learning resources, media, and media services are in the Jack Werner Memorial Library, that, in addition to media services, houses a classroom, computer labs, and staff offices.

Orientation: All students receive orientation upon arrival which includes an introduction to available media services and options for accessing media services and resources. They also receive orientation to available technology, AVTEC's learning management system, and are informed of the internet use policy.

Staff Responsible

Services outlined in the scope are delivered by the Student Services and the IT Services Department staff with primary responsibility for coordination held in the roles and responsibilities of the Department Heads of both departments.

The staff responsible for delivery of services include:

- Student Services Department Head: Responsible for oversight, organization, and purchasing of learning resources, library and media services and supplies, communicates with instructional staff to provide program specific educational materials, ensures annual review and evaluation of the media services plan, oversees AVTEC student workers; provides orientation to students upon arrival to AVTEC on the available resources and procedures for accessing the media services available.
- Math Instructor/Evening Tutor: Instructs math classes, supports student in computer lab and in research and completion of assignments utilizing available media services
- IT Services Department Head and Staff: Ensures online resources and system hardware is working correctly; ensure that the most recent versions of software encountered in the

workplace is up to date and available in the computer labs; IT Services department staff ensure connectivity to the internet and AVTEC Online, and are available to troubleshoot and remedy computer/network issues.

- Student Worker: Oversees general library use, available to assist others with computers and general office needs

Major Activities

- Provide access for students to the Library/Study Space for program specific study sessions with their class or individual study time.
- Provide access to Computer Labs sixteen workstation computers in the computer lab and six workstation computers in the main library; computer use includes access to the internet, AVTEC's learning management system (AVTEC Online), and current word processing, database, and spreadsheet software.
- Purchasing, annually and as needed, relevant educational materials to meet the needs of the training programs; instructional staff are queried for educational materials they need for students to access during their time in training; maintain current and applicable media services material.
- Provide access for students to training program educational materials such as, but not limited to, reference books and training program textbooks; access to training resources in the specific training areas made available by the instructors with support from the media services staff.
- Provide access to periodicals of business, professional, technical and industrial subjects for completion of research and assignments.
- Provide limited wireless internet access for students. Wireless access points are available in all training areas as well as the Residence Life facilities.
- Assist students to gain access to AVTEC Online on their personal computers or any workstation computers in the library or computer labs; students access classes, reference materials, and assignments through AVTEC Online, the learning management system.
- Make evening tutoring support available to aid in learning needs, provide access the internet, AVTEC Online, and learning resources and media services relevant to student assignment completion.
- Provide access for general office activities such as use of the copy machine, printer, scanner, fax and lamination.
- Provide assistance and access during the evening and weekend by utilizing a pool of students workers to assist in the library and computer lab with computer usage and access, locating reference materials, and general office needs

Evaluation

This plan is developed, evaluated and revised annually with input from staff, instructors, and students.

Media services are evaluated by students actively enrolled in training programs bi-annually and annually by all AVTEC program completers. Evaluations include a review of the media services instructional materials, facilities, and staff.

Instructional staff are consulted at the start and end of all terms regarding media resources and computer software requirements. They provide input for upcoming instructional needs, and any changes necessary to improve and update media services.

Results are shared with media services staff and used to modify and improve media services.

Communication plan

All students attend orientation upon arrival which includes: an introduction to the media services available, and options and content of available media services and resources, and introduction to the IT services and the internet use policy. This information is also included in the AVTEC Student Handbook. The media services plan and activities are part of the Student Services and IT Services Department's responsibility and it is available to all staff on the AVTEC intranet.

Budgetary Resources

The Media Services are funded through the annual operational budget. Costs include maintaining and updating equipment, technical and non-technical print and web based media, and general supplies.