

AVTEC Media Services Plan

Purpose

The objective of this plan is to ensure proper availability and implementation of media services to students and instructional staff for maximum student success.

Stakeholders

- AVTEC Students
- AVTEC Staff and Faculty

Scope of services

- Learning Resources and Media Services available to the AVTEC community are relevant educational and reference materials.
- Meet and enrich the needs of the training programs and support the instructional staff for effective teaching.
- Purchase, maintain, organize, and inventory learning resources and media services.
- Collaborate with instructional staff to maintain current and applicable educational material.
- Students have access to media services and locating resources.
- Student have access and assistance with computer use.
- Student introduction to and assistance with AVTEC's learning management system (AVTEC Online).
- Students have access and assistance with general office activities.

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

Orientation: All students receive orientation upon arrival which includes an introduction to available media services and options for accessing media services and resources. Students also receive orientation to available technology, AVTEC's learning management system (AVTEC Online), 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, 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,

oversees 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 research, and completion of assignments utilizing available media services.
- Student Counselors: Responsible for providing resources to and counseling students, test proctoring, instruction of classes, facilitation of evening groups, and career readiness skills class assistance.
- IT Services Department Head and Staff: Ensures online resources and system hardware is working correctly and that the most recent versions of software encountered in the workplace are up to date and available in the computer labs; IT Services department staff ensure connectivity to the internet, AVTEC Online, and are available to troubleshoot and remedy computer/network issues.
- Student Worker: Oversees general library use and is 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 including instructional staff requested educational materials needed for students to access during their time in training and maintaining 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 and 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 with gaining access to AVTEC Online on their personal computers or any workstation computers in the library or computer lab, student class access, reference materials, and assignments through AVTEC Online, the learning management system.
- Make evening tutoring support available to aid in learning needs, provide access to 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 student workers to assist in the library and computer lab with computer usage and access, locating reference materials, and general office needs.

Evaluation

Media services are evaluated by all students enrolled in AVTEC training programs. Evaluations include a review of media services, instructional materials, facilities, and staff.

Instructional staff are consulted regarding media resources and computer software requirements. They provide input for upcoming instructional needs and changes to improve and update media services.

This plan is developed, evaluated, and revised annually with input from staff, instructors, and students. The information is used to modify and improve media services and update the plan. Upon completion these results are shared annually at an All-Staff meeting.

Communication plan

All students attend orientation upon arrival which includes: an introduction to the media services available, options and content of available media services and resources, an orientation to technology and support available, 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. The plan is available to students and all staff on the AVTEC public website.

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.