

Media Services Plan

Objective

The objective of the Southeastern Technical Institute Media Services Plan is to provide a variety of current and relevant educational materials to ensure student access to current related educational resources. These include reference books; periodicals and manuals, audio-visual materials and equipment, program appropriate web access, and other materials to help fulfill STI's and each programs purpose and mission.

Scope and Availability of Service

Student Resource Centers

Within in each Technical Institute program there is a field specific resource center that contains periodicals, manual of business, professional, technical, and industrial nature, audio visual materials and equipment, study guides, reference books, and textbooks that are available to both students and staff. Each program has classroom computers and software as required to meet program objectives. Access to these computers is during classroom hours, before, and after school. Students and faculty have access to websites with appropriate educational and reference materials.

Instructional Technology

The Technology Education Integration Specialist is available to assist faculty to integrate technologies into curriculum design, learning activities, and assessments. The Technology Department provides technical support to the STI.

Print and Media Center

A full time employee is responsible for creating print documents that include, but are not limited to, teacher handouts, program, and institutional publications. In addition, the copy center is able to produce assessment documents, surveys, and cohort correlation documentation. The STI has a dedicated copy machine for the use of administration, faculty, and staff. Computer labs and classrooms have dedicated printers.

Roles and Responsibilities

The Director of the Southeastern Technical Institute has overall responsibility for the implementation and coordination of all media services. Program staff are responsible for maintaining appropriate media services, identifying need, and initiating the budgetary request process. Instructors are responsible for monitoring the use of computers and access to media in their classrooms. They work collaboratively with the IT department when integrating technology and other media into their curriculum.

Information Technology Department are responsible for the installation and maintenance of technology. They a resource for the integration and operation of technology in the classroom. There are two Technology Assistants available to provide support and maintenance. An IT Assistant is available during evening hours to provide the same support.

Orientation for Users

Reviewed: 3/18

Revised 11/17

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

Each student has access to any of the computers within the building through their individual logon. Training is provided at the beginning of the school year in the use of technology, including operating systems and the use of the internet. Students are also trained in the use of other software packages as required on a program by program basis.

Instructors complete a Technology Skills Survey and are provided training in identified areas of need. The Technical Institute strives to ensure the instructors and staff receives the training required for them to keep abreast of new technologies available for classroom and lab use.

Facilities and Technical Infrastructure

The Technical Institute has a dedicated computer lab. This lab contains 20 networked computers with internet access and a variety of application software packages, including the MS Office Suite. The lab provides access to industry specific applications that are both computer and web based. The Computer Lab has the Kurzweil reading system and Google Read/Write installed on several computers.

The IT Department has the overall responsible for technology equipment and maintenance. The ticketing system is used to make requests.

The Facilities Department works in conjunction with the IT Department to install, wire, maintain, and relocate equipment when appropriate. Requests are made through the Facilities email system.

Budget

Individual Program Advisory Boards meet biannually to evaluate and make recommendations related to facilities, equipment, and instructional materials. This feedback is used by Program Directors when development budgetary requests. The STI Director works collaboratively with the program directors and the district business manager to develop the STI budget.

Evaluation of Media Services

Students evaluate and provide input related to Media Services through an end of course survey. Information is obtained related to the availability, relevance, and condition of the media, technology, and equipment.

Biannually, individual Program Advisory Boards evaluate media, technology, and equipment making recommendations for improvement.

Each program is responsible for the yearly inventory and evaluation of the condition of media, technology, and equipment. This information is document on the equipment/media inventory spreadsheet.

Utilizing data from course surveys, Advisory Board meetings, and equipment/media inventories, the faculty develop an improvement plan.