



Media Services Plan

Introduction

Davis Applied Technology College (College) media resources are available to students in Student Resource Centers located in each program, College Placement Services, and the Print and Media Center. Faculty have access to print and media resources and services through Student Resource Centers, the Instructional Systems Design Department, the College Print and Media Center, a faculty curriculum development work area, using Canvas Learning Management System, and other software used to support the development of instruction and learning resources.

Scope and Availability of Services

Student Resource Centers

In accordance with the Equipment and Media Resources Policy, instructors supply and maintain current and relevant library and media resources in Student Resource Centers located in each program. Program hours are listed on the course syllabi and on program web pages on the College website. Resources include:

- 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

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 also provides a curriculum development workstation with educational software for instructor use and maintains equipment that instructors can check out for media development purposes. Services are available from 7:30 a.m. to 4:30 p.m. Monday-Friday.

Canvas Learning Management System is accessible from any computer with internet access and a browser and is available to students 24/7. Classrooms and College Placement Services are equipped with computers and web service for students to have access to online resources.

Print and Media Center

The College Print and Media Center provides copiers throughout the school for instructional use and is open Monday-Thursday from 7:30 a.m. to 5:00 p.m. and Friday from 7:30 a.m. to 3:00 p.m. The center provides the following services:

- Black and White and Full Color Copying
- Black and White and Full Color Digital Printing—up to 36” wide
- Basic Document Creation
- Full Color Scanning
- CD Printing and Reproduction
- Oversize Posters—up to 36”wide
- Foam Core Mounting
- Grommeting
- Cutting
- Drilling
- Coil, Comb and Fastback Binding
- Lamination—Roll or Pouch
- Shrink Wrapping
- Padding—NCR or Regular
- Folding

Placement Services

College Placement Services provides computers with internet access for student's use Monday-Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m.

Roles and Responsibilities

Instructors are responsible for monitoring the use of media resources, including use of the internet, in the classroom, and for purchasing and maintaining reference and media resources in Student Resource Centers. Instructors 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.

Instructors are the developers of curriculum and as such are responsible for the development and maintenance of curriculum and supplemental learning resources for all courses. Instructors 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. Instructors 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.

The Instructional Systems Design Department oversees quality control on curriculum and learning materials and advises instructors on best instructional practices. Personnel administer Canvas Learning Management System, ensuring the system is secure and reliable, and provide training and technical support to instructors and students. Additionally, designers advise and assist instructors, as needed, in the selection and/or creation of instructional material (both print and non-print) and assessments in meeting the objectives of courses and, if applicable, placing the material in Canvas.

Auditing and additional support services for faculty are provided through the Director of Institutional Effectiveness and Project Coordinator.

Orientation for Users

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

The Instructional Systems Design Department provides instructors with a brochure outlining the services offered by the department. Designers are responsible for one-on-one training with instructors on effective instructional practices; development of curriculum, supplemental learning activities, and assessments; and Canvas. Tutorials for Canvas are also made available to students and instructors. Additionally, Instructure hosts a Canvas Help Center website with guides and resources for instructors and students.

A Professional Development Specialist develops, assists with, and delivers structured training activities to faculty and staff, including a New Employee Orientation. The specialist is also responsible for coordinating the development of an online New Student Orientation.

Upon request instructors are given an information pamphlet outlining the services provided by the Print and Media Center. For instructors these services will be available for review in Canvas. These services are also available to students.

Facilities

Students have access to classroom computers during classroom hours. If they need access to computers outside of classroom hours, there are twenty computers available in the College library. 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, internet access and other learning resources or materials used in instruction.

The Facility Services Department is responsible for assisting instructors in the maintenance of facilities and in the maintenance and removal of instructional equipment. Instructors 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 Print and Media Center has maintenance agreements with the individual vendors from whom the College purchased the printers and copiers. If repairs are needed, the vendor is contacted. If equipment needs to be replaced, the Print and Media Center follows the College purchasing procedures.

Budget

Program Employer Advisory Committees meet twice annually to evaluate and provide recommendations on program facilities, equipment, instructional materials and supplies. Instructors and directors of programs use this feedback to determine a program budget that will ensure that the instructor can deliver and maintain quality using current and relevant resources and technology. The budget is developed with the College Comptroller, prioritized by return on investment and approved by the College Board of Directors. The instructor has authority to spend approved budget in a manner consistent with their program objectives.

The Print and Media Center receives an annual budget that covers expenditures, revenue, and capital purchases.

Instructors and Directors of Programs work together to determine a budget sufficient to meet the needs of the program, including the replacement of media equipment and supplies. All other College directors and managers are responsible for making the purchases necessary to provide the services under their purview. All purchases are made in accordance with the College's Purchasing Policy and Procedures.

Evaluation of Media Services

Employer Advisory Committees annually evaluate each program's learning materials and resources and make any recommendations for improvement.

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; the equipment in the College library; and if the library hours meet their needs. Student course evaluations are available online for Directors of Programs. The directors review the evaluations and discuss them with each instructor. 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.

The Media Services committee with membership from administration, faculty, and staff meets annually to review and revise the Media Services Plan, to set goals for the improvement of media services for the following year, and to evaluate accomplishment and progress on goals from the previous year.

Current Inventory of Media Resources

Per the Equipment and Media Resources Policy, instructors are responsible for compliance with institutional and industrial safety policies as well as for inventory of all materials and equipment used in the classroom, lab, or shop areas. The Intuitional Effectiveness Department provides an inventory management tool/procedure that assist instructors in keeping accurate inventory. A review of resources is conducted annually by instructors and a current inventory is submitted to and maintained by the Intuitional Effectiveness Department.

Copyright permission letters are catalogued in a 3-ring binder located in the Instructional Systems Design Department. Multimedia, learning resources, videos are housed in the individual courses in Canvas with backup and redundancy provided by Instructure.

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

Media Equipment and Supplies

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 to 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.
- Northstar (student information system) provisioned student accounts.
- 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 by reporting issues through IT Service Desk desktop tool. Student are to notify their instructors, advisors, or any other staff of technical issues they may encounter while utilizing College software and/or equipment for error reporting to the Information Technology Department for problem resolution.

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 by logging onto the College website and selecting Maintenance Request then Facilities Desk, or by informing a Facilities Services staff member. Personnel can also use this tool to follow-up on project status.

Instructional Media Services

The Print and Media Center is staffed by a full-time and part-time Print Center Technician. The center offers a variety of services to both faculty and students. The Instructional Systems Design Department has two Instructional Designers, one Instructional Design Assistant, and one Training and Development Specialist who are responsible for assisting instructors with online resources including online testing and media deployment. The Marketing Department is also available to assist instructors with the creation of video content for use in the classroom. Technical equipment such as laptops, iPads, LCD projectors, digital video and still cameras are available for instructors to check out from the Information Technology Department 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, in College Placement Services, and through Canvas. The Print and Media Center is also available for the use of students and faculty.

Students must request accommodations through the College's Student Services department and must have printed/received then completed the required packet of information. Appointments are scheduled through the DATC ADA counselor to discuss your needs, before students schedule appointments, they must have all necessary medical documentation supporting their accommodation requests. All supporting documentation must be provided during this scheduled meeting; therefore, it is imperative students provide official documentation for the College to honor accommodation requests.

FY 2015 Accomplishments

The College has accomplished the following media services related tasks:

- Phased out the locally hosted media server and put content in a professionally hosted, cloud-based system. Hosted media is backed-up and stored by the Information Technology Department in case there is need to access old media.
- Moodle has been phased out.

FY 2016 Plan for Improvement of Media Services

The College plans to implement the following during the coming fiscal year:

- Design, develop, and implement (in conjunction with professional development plan) faculty Canvas training and continued Canvas training for advanced users. Host face-to-face meeting semi-annually or as needed.
- Develop a plan to meet the criteria and deadlines defined in the ADA Self-Evaluation Checklist.
- Evaluate audio/visual equipment available for check-out in the Information Technology and Instructional Systems Design Departments to determine currency and use by faculty and staff.
- Develop a media service survey to evaluate the equipment and service needs of faculty and staff.
- Currently evaluating and bidding on an asset/inventory management database to inventory and track College resources, including computers, software, printers, and audio-visual equipment. Checkout/inventory system to be in place by the end of FY 2016.