

Davis Applied Technology College
Equipment and Media Resources Policy
Training Division

Board Approval: 24 April 2008

1. Purpose

- 1.1. The use of learning materials and equipment at the Davis Applied Technology 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 Employer Advisory Team Policy
- 2.2. College Instructional Safety Policy
- 2.3. College Network Resources Acceptable Use Policy
- 2.4. Council on Occupational Education Handbook

3. Definitions

- 3.1. **Competencies** – The specialized knowledge, skills, and attitudes required for successful performance relating to a specific occupation.
- 3.2. **Council on Occupational Education** – The accrediting agency for the Davis Applied Technology College. As articulated by its membership, the mission of the Council is “assuring quality and integrity in career and technical education.”
- 3.3. **Course** – Specific subject matter comprising part of a program for which instruction is offered within a specified time period.
- 3.4. **Curriculum Development Office** – An office designated for faculty use in the development of curriculum and instructional media resources.
- 3.5. **Instruction** – Planned activities directed by an instructor for the purpose of enabling students to acquire specific knowledge, skills, and attitudes. Instruction may be provided through lectures, laboratory or clinical exercises, or planned work-based activities.

- 3.6. **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.
- 3.7. **Instructional Methods** – Methods used by an instructor 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.
- 3.8. **Instructional Supplies** – Items needed for instruction.
- 3.9. **Objectives of an Educational Program** – Statements that specify the knowledge, skills, and attitudes to be acquired by students through planned instructional activities.
- 3.10. **Program** – A combination of courses and related activities (i.e. laboratory activities and/or work-based activities) that lead to a credential and are offered to enable students to develop competencies required for a specific occupation.
- 3.11. **Program Employer Advisory Team** – A group of at least three persons external to the institution who are knowledgeable of occupational education and employment needs relating to a specific occupation. Through regularly scheduled (twice annually) and documented meetings, the team provides consultative assistance to ensure that the program continually strives to meet the occupational education needs of the community.
- 3.12. **Work-Based Learning** – Structured learning activities conducted in work settings that are components of educational programs (e.g., externships, internships, clinical experiences, instructional cooperative education, and similar activities).

4. Roles and Responsibilities

- 4.1. **Blended Learning Designer** – The Blended Learning Designer assists with the creation of instructional media (both print and non-print) in meeting the objective of the program and courses.
- 4.2. **Director of Programs** – The Director of Programs approves all courses that will be taught and reviews curriculum status, equipment, material, safety, and development needs with instructors.
- 4.3. **Employer Advisory Team** – The Employer Advisory Team evaluates program curriculum and instructional resources annually as described in the College Employer Advisory Team Policy.
- 4.4. **Curriculum Development Assistant** – The Curriculum Development Assistant oversees and acts as the main point of contact for all curriculum development and as such reviews curriculum to ensure that curriculum learning materials and resources align with the course description and objectives.

- 4.5. **Director of Institutional Effectiveness and Instructional Quality** – The Director of Institutional Effectiveness and Instructional Quality oversees quality control on curriculum and learning materials, advises instructors on best practices, reviews curriculum content, advises faculty on Utah College of Applied Technology and Utah State Board of Regents policies and practices and provides curriculum and learning material information to the Director of Programs and Vice President of Instruction.
- 4.6. **Instructors** – Instructors are the developers of curriculum and as such are responsible for the development and maintenance of curriculum and all supplemental learning resources for all courses approved by the Director of Programs. Instructors implement curriculum and learning resources, ensuring alignment between established College program titles, descriptions, and content. Instructors ensure that curriculum and learning resources are available to students when the course is initiated and ensure that material is updated at a minimum of every five years. 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.

5. Policy

5.1. Textbooks

- 5.1.1. Instructors will seek quality textbooks and workbooks that are reasonably priced and relevant to instruction.
- 5.1.2. Instructors will make no more than three copies of required or reference textbooks and workbooks available for student use in the classroom for each course.

5.2. Library and Media Resources

- 5.2.1. The College library provides computers with internet access for student use. Funds are allocated each year to ensure College library resources are available and are kept current.
- 5.2.2. Library and media resources will be appropriate and current to each program and will be maintained by the program faculty in the classroom to help support and fulfill instructional and program goals. These Student Resource Centers may include reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials.
- 5.2.3. Availability and use of library and media resources will be included in the program orientation.

- 5.2.4. Instructors will monitor appropriate use of media resources including the use of the internet in the classroom.
 - 5.2.5. Library and media resources will be included in the curriculum and will align with program and course objectives.
 - 5.2.6. Instructors will ensure that instructional and media resources used in instruction adhere to the College Copyright Policy.
 - 5.2.7. Instructors will oversee necessary repair, maintenance, and/or replacement of media equipment and supplies.
 - 5.2.8. The Blended Learning Designer will advise and assist instructors, 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.
 - 5.2.9. A media server will be provided by Instructional Systems Design to host web and media resources used in curriculum and assessment for faculty and students.
 - 5.2.10. Instructors will maintain an inventory of program library and media resources that are stored in their Student Resource Center.
 - 5.2.11. The effectiveness of media services and supplemental course materials will be evaluated by students, following course completion, for quality improvement purposes.
- 5.3. Materials and Equipment
- 5.3.1. Materials and equipment will adhere to the standards outlined in the College Instructional Safety Policy and the College Curriculum Development Policy.
 - 5.3.2. Current, relevant, and up-to-date equipment and materials will be available in classrooms to effectively achieve program goals.
 - 5.3.2.1. Materials and equipment will be inspected by instructors regularly to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use.
 - 5.3.2.2. Sufficient consumable materials will be available to students.
 - 5.3.2.3. Availability and use of instructional learning materials and equipment will be included in the formal institutional and classroom orientation.

- 5.3.2.4. Materials and equipment will be acquired, repaired, or replaced in a timely manner that supports continuous instruction.
- 5.3.2.5. Instructors will keep physical inventory of all materials and equipment according to institutional inventory policy.
- 5.3.3. The Employer Advisory Team will evaluate learning materials and equipment annually, as designated in the College Employer Advisory Team Policy.