Media Services Plan
2022-2023

Scope and Availability of Services

DSDT recognizes the need to provide comprehensive media resources, and the proper learning tools for students to have open access to a wide variety of reference material both traditionally and through distance education. DSDT has a secure LMS system, Canvas, that students and staff have open access to, which, houses all our digital learning materials. This open platform allows the students to always have access and not just during normal school operation hours. The students receive a secure login with their email and password to both Canvas and Campus Café, this allows access to instructional materials, student enrollment info, course availability, curriculum, practice exams, syllabi, and much more. A mainserver hub system has also been installed for the student to securely login and house their specific files and all are encouraged to save their homework to their individual scan disk or flashdrive prior to logging off the net. Each student is asked to purchase one flash drive upon enrollment and is responsible to replace if lost. This will house the students' work and portfolio material for gainful employment endeavors upon graduation. The student media and resource center on campus are open to students during normal operation and are equipped with iMac computers, Adobe Illustrator software, adobe suite, books, flash drives, virtual labs, practice exams, and master curriculum binders, in addition to the traditional textbook and curriculum required for class. All student projects will be worked on in class and come equipped with the necessary software. If students are enrolled in a distance education program, they will still have the same educational materials available via our online training platform, and LMS system. All other program material available to assist the students will be available for use and must be requested in advance. We have an electronic system called Asset Tiger that keeps track of all our inventory for our instructional and media supplies. When the students or instructors check out inventory, they do so through a barcode system that allows us to see in real-time who has what and when it was checked out or back into the instructor. The Director of Inventory Supply & Management is responsible for maintaining the equipment and supplies.

Educational Materials Available

On campus there is a media resource center equipped with Hi-speed internet, PC's, and iMac computers fully loaded with software and accessibility to Canvas and Campus Café portals, if you have a secure login and passcode. Both instructors and students have access during normal operating hours; Monday through Thursday 10am-4pm and Friday 10am to 2pm. Students are free to use the equipment, learning resources and software programs during and throughout the student media service center normal operating hours. Students will have access to individual computers during class and may use the media resource material during the hours deemed available. Students who are currently enrolled and who may require evening access to the Student Media Room must receive prior authorization from their instructor, the school director or chief operations officer prior to access being granted. Students are encouraged to use our virtual labs and available books with learning material to further their studies. All traditional and distance education students have access to online supplemental materials through our available Canvas LMS system and will be given a login upon enrollment. Policies, procedures, catalogs, and manuals are available on our website and on campus anytime the student needs to reference the material. Master curriculum binders are available on Canvas LMS and on campus where students can access it during normal school hours.

Staff Person Responsible for Implementation and Coordination of Services
The overall responsibility for the availability and coordination of media services is the responsibility of the School Director and Chief Operating Officer on campus. Both the School Director and the Chief Operating Officer meet with the Director of Inventory and Supply Management on a quarterly basis to discuss topics related to the implementation and coordination of services offered to the students. The facility has adequate shelving, floor space, and units sufficient for housing the media resources provided by the institution, aside from the online institutional portals. So, whether the student is attending traditional or distance education, we have them covered. The instructor oversees implementing media services for his/her specific instructional program. He/she is responsible for delivery of media services to the students and for coordination with the Director of Inventory Supply and Management to keep media resource services/libraries updated on a regular basis.

Roles and Responsibilities of Designated Staff Members
Whenever an instructor needs any support material, he/she forwards his/her request to the School Director. All requests for director approval will be submitted in writing. The School Director then reviews the request and procures the resources. The Director of Inventory Supply & Management will then inventory equipment and resources. All equipment and resources will then be available to the Chief Operating Officer or the instructors for usage by students. Each instructor maintains the inventory list for media resource service activity on our Asset Tiger barcode system and coordinates with the Director of Inventory Supply & Management for continual cohesion and updates.

Orientation for User Groups
As part of the orientation process for students, instructors, and staff, they are provided information on the use of the Media Resource Center, online resources and how to access both. A full orientation and user guide are provided during pre-enrollment and orientation. Rules and regulations are provided to each new student or staff member during orientation.

Facilities Essential for Using Media Materials
Computers are available for students to use in the classrooms during class and in the media resource center during normal school operation hours; Monday through Thursday 10am-4pm and Friday 10am to 2pm, and all computers are equipped with the necessary software for the programs taught at our institution.

Provisions Made for Necessary Repair, Maintenance, and/or Replacement of Media Supplies
During daily monitoring, Media Center staff or the School Director will ensure that all equipment and supplies are in good working condition. In the event certain equipment or supplies fail to operate according to its intended use, those items will be submitted for replacement or repairs. Students are informed to notify Media Center staff or the School Director when supplies and equipment are not working properly. More information is provided on our Physical Resources and Technical Infrastructure plan regarding materials used in the Media Resource Center.

Annual Budgetary Support for Media Services
Due to the small size of the facility and limited number of staff members, the budget process is solely managed by the School Director. Funds are budgeted annually to support media services. All instructors and staff members are given a blank budget form to put down their suggestions

for our budget on an annual basis at one of our mandatory meetings. The Institutional and Occupational Advisory members review the annual budget during one of our mandatory meetings. The committee members are given an opportunity to comment on and provide recommendations for additions/revisions to the annual budget during the meeting and on the committee survey feedback forms. The budget is then revised, and our strategic plan is updated for instructional, and media or library supplies based on traditional and distance education modes of delivery. After taking into consideration the financial aspects of the purchase and budget restraints, the School Director procures the requested items and after receipt and proper entry into the relevant classroom media resource inventory, the items are handed over to the Director of Inventory Supply & Management, who then bar codes, uploads into Asset Tiger and then is stored in the inventory locked cabinets or concerned instructor for immediate use. The School Director and the Director of Inventory Supply & Management are responsible for maintaining the media resource budget and keeping an accurate record of expenses for each program or department. Repairs on media equipment will be made on an as needed basis. Students and staff will be responsible for reporting needed repairs directly to the Director of Inventory Supply & Management via e- mail, voice mail or direct interaction. The repair request will then be sent tothe School Director, who will identify the issue, and if necessary, obtain quotes from three vendors to arrive at the best repair price. The School Director will generate a purchase order. Replacement of equipment will occur on an as needed basis or pursuant to full amortization of each piece of equipment if necessary. In the event of an emergency where equipment is needed and the School Director is not present, the Chief Operating Officer may purchase and submit the item on an expense report.

Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services
The effectiveness of media services will be determined by the number of students in each program who access media resources. Instructors, students, and staff will complete an annual survey to determine if the media resources and equipment provided for their program met their needs. Students will be asked to evaluate media services upon completion of their program. This information will be collected annually and presented to the School Director to be used for modifications and improvements. The staff annual meeting will discuss the feedback forms of media resource surveys gathered from the students, staff, instructors, employers, and employees. All the collected data will be analyzed to view the effectiveness of the resources and if a need presents, it will be implemented at that time or discussed with the Institutional Advisory Committee. All staff are encouraged to give true feedback at employee annual meetings and opinions/ needs will be considered for review. The budget will be altered and updated on an as needed and priority level basis with both traditional and distance education modes of delivery taken into consideration.