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Media Services Plan 2023-2024

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, which provides students and staff role-based access, and houses all DSDT digital learning materials, including Cengage Unlimited, a digital subscription service that offers on-demand access to digital learning platforms, eBooks, online homework, virtual/simulation labs, and study tools in one place. This platform allows the students to always have access and not just during normal school operation hours.

The students receive a secure login to individual Office 365 accounts providing various applications including a DSDT provided email account. Office 365 accounts provide single sign-on access to both Canvas and Cengage, which allows access to instructional materials, curriculum, practice exams, syllabi, and much more. The Office 365 account also provides access to Campus Café, a School Information System (SIS) utilized by DSDT. This SIS provides role-based access to student enrollment information, course availability, and class schedules. Students' Office 365 account also provides access to Microsoft OneDrive with two terabits of data storage per student. This will securely store the students' work and portfolio material for gainful employment endeavors upon graduation.

The student media resource center on campus is open to students during designated hours and is equipped with desktop computers with all relevant applications pertaining to school curriculum and learning objectives installed. The student media resource center also contains master curriculum binders, in addition to the traditional textbooks and curriculum used in class. Enrolled students are provided the option to rent textbooks free of charge for one year through Cengage Unlimited. This allows students enrolled in a distance education program to have the same educational materials available via DSDT's online training platform, the Canvas LMS system, including access to Cengage Unlimited.

All other program material available to assist the students will be available for use and must be requested in advance. DSDT utilizes an electronic system called Asset Tiger which tracks all DSDT inventory for instructional and media supplies. When students or instructors check out inventory, they do so through a barcode system allowing DSDT faculty and staff to track the location of DSDT inventory. The Director of Inventory Supply & Management is responsible for maintaining the equipment and supplies.

Educational Materials Available

DSDT's campus features a media resource center, which is well-equipped with desktop computers, essential software applications for course curriculum, and Office 365 portals. Both instructors and students can access the center during designated hours: Monday through Thursday from 10 am to 4 pm, and Friday from 10 am to 2PM.

Students are welcome to utilize the equipment, learning resources, and software applications within the student media resource center during these designated hours. They will have access to individual computers during class and if needed can use the student media resource center within the specified time frame.

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Students currently enrolled in evening classes must obtain prior authorization from their instructor, the school director, or the chief operations officer to access the Student Media Resource Center. DSDT encourages students to take advantage of virtual labs and available books and learning material to enhance their studies.

Both traditional and distance education students can access online supplemental materials through the Canvas LMS system, with logins provided upon enrollment. Policies, procedures, catalogs, and manuals are readily available on the DSDT website and on campus for students to reference as needed. Master curriculum binders can be accessed on Canvas LMS and on campus during normal school hours.

Staff Person Responsible for Implementation and Coordination of Services

The primary accountability for the provision of media services rests with the Campus School Director and Chief Operating Officer. Both individuals meet quarterly with the Director of Inventory and Supply Management to discuss and plan matters concerning the deployment and coordination of services rendered to the student body.

DSDT is well-equipped with ample shelving, floor space, and storage capacities for accommodating the media resources supplied by the institution, excluding the digital institutional platforms. Both on-campus students and distance learners are granted equal access to identical materials and resources.

The academic instructor holds the responsibility of facilitating media services pertaining to his/her specific educational program. The role encompasses ensuring the delivery of media services to the students and coordinating with the Director of Inventory Supply & Management for the consistent upkeep of media resources and libraries.

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.

Specific equipment may, due to replacement value, or other reason, may only be used by and designated instructor, or under supervision from an instructor. Eligible equipment and resources, once inventoried, will be available to the Chief Operating Officer or instructors for usage with or by students. Instructors are tasked to assist maintaining an updated inventory list for all available media resources on our Asset Tiger inventory management 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, instruction and demonstrations are provided on how to properly access and the overall usage of the Student Media Resource Center and online resources. A full orientation and user guides are provided during pre-enrollment and orientation. Rules and regulations are provided to each new student or staff member during orientation.

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Facilities Essential for Using Media Materials

Computers are available for students to use in the classrooms during class and in the student media resource center during designated hours; Monday through Thursday 10am-4pm and Friday 10am to 2pm. All computers are equipped with the necessary software applications for curriculum taught at DSDT.

Provisions Made for Necessary Repair, Maintenance, and/or Replacement of Media Supplies

Daily monitoring by Instructors or the School Director helps to ensure 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 instructors 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 Student Media Resource Center. If an online resource is not performing as expected, it is the responsibility of the Chief Technology Officer to contact support and provide continuous updates to the School Director until the online resource functionality is restored.

Annual Budgetary Support for Media Services

At DSDT, the budget process for media services is managed by the School Director due to the facility's small size and limited staff. Annually, funds are allocated to support media services. During mandatory bi-annual employee meetings, instructors and staff members are provided with blank budget forms to submit their suggestions. The Institutional and Occupational Advisory members review the annual budget at DSDT's mandatory annual meeting, where they have the opportunity to comment on and provide recommendations for additions or revisions to the budget. This feedback is also collected through committee feedback forms.

Following the review, the budget is revised, and the strategic plan is updated to account for any additional instructional and media supplies or resources needed. The School Director then procures the requested items, considering the financial aspects and budget constraints. Upon receipt and proper entry into the inventory management system, Asset Tiger, the items are processed by the Director of Inventory Supply & Management, who barcodes and uploads them into Asset Tiger before storing them in locked inventory cabinets.

The School Director and the Director of Inventory Supply & Management are responsible for maintaining the media resource budget and keeping accurate records of expenses for each program or department. Repairs on media equipment are made on an as-needed basis, with students and staff responsible for reporting necessary repairs directly to the School Director via email, voicemail, or direct interaction. The School Director identifies the issue and, if necessary, obtains quotes from three vendors to determine the best repair price. Equipment replacement occurs on an as-needed basis or pursuant to full amortization of each piece of equipment, if necessary. In emergency situations where equipment is needed and the School Director is not present, the Chief Operating Officer may purchase and submit the item.

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

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survey to determine if the student 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 bi-annually and presented to the School Director to be used for modifications and improvements. During the bi-annual employee meetings, all staff will discuss feedback gathered from the students, staff, instructors, employers, and employees. All the collected data will be analyzed to determine the effectiveness of DSDT student media resources. If a need presents for additional student media resources, additions will be made within annual budgetary constraints. All DSDT employees are encouraged to give honest feedback at employee bi-annual meetings and will be considered for review.