



Policy Name:	Media Services Plan
TBR Policy Number:	N/A
TCAT-D Policy Number:	AA-125
Effective Date:	June 1, 2016
Date of Last Revision:	November 9, 2021
Date of Last Review:	October 6, 2021
Functional Area:	Academic Affairs

MEDIA SERVICES PLAN & EVALUATION PROCEDURES

Mission:

Tennessee College of Applied Technology Dickson's mission for media services is for instruction to be effective and available to the faculty, staff, and students. Instructors should be knowledgeable of changes that occur in their occupational area so curriculum can be kept up to date. Each instructor is responsible for maintaining media resources within their program. As updates are needed, the instructor follows the school's request for procurement procedures. These media resources are within the students' program area and are readily available to all students. An inventory of media resources is maintained by each instructor and updated on an on-going basis.

Scope and Availability:

The scope of this plan includes all programs. Resources are available for instructor and students as needed throughout each class day. All media resources for programs are maintained within the classroom and shop area. Students are oriented upon entering the program of what resources are available, where they are located, and how to use them.

Staff Member Responsible for Implementing the Media Plan:

The Vice President is responsible for implementing and evaluating the media plan. The media plan and inventory lists are reviewed and updated at least annually by the program instructors. The Vice President reviews the plan and inventories annually, and changes are updated in the media resource inventory. New instructors receive orientation on media services by the Vice President as part of their overall orientation during the first few weeks of their employment.

Roles and Responsibilities of Staff Members:

All administrators, instructors and advisory committee members have a role in implementing the plan. The instructors are responsible for maintaining effective and up to date media. Advice from advisory committee members is solicited and taken into consideration. It is the responsibility of the instructor to research the desired media needed and complete a requisition for the media they wish to purchase. All approvals and subsequent purchases are subject to available funds being available within the program budget. Student needs are always given a high priority.

Facilities and Housing for Media:

Media is located and maintained in each program area. By housing the media in each program area, the instructor and students have easy and ready access to the use of the media so the objectives of the instructional programs can be met. The instructor of each program determines where within their respective program the media resources are housed.

Inventory:

The inventory is maintained, and appropriate space is provided within each program area. Records, such as invoices of purchases, are maintained in the business department. All computers are maintained on a separate inventory that are kept up to date by the IT Coordinator with the assistance of the CIT instructors. These inventories are updated as computers are purchased, removed from service, or transferred from one location to another.

Financial Resources / Budget:

Resources for purchasing and maintaining media is generated from the annual budget and special funding. Each program begins its year with a budget amount for purchasing their operating supplies, which includes any items that might be needed for media services. Higher cost items like computers are normally purchased with Technology Access funds. These funds are in addition to the funds made available in their budget for operating supplies. When a program has a need for a media resource, the instructor submits a requisition for administration approval and subsequent purchase. At that time, if Technology Access funds are required, the requisition will note which account will be used or if normal operating funds for the program are adequate for the purchase.

Evaluation Measures:

Evaluation of the effectiveness of Media Services is continuous. All administrators, instructors and advisory committee members have active roles in reviewing the effectiveness of media materials and equipment. Advisory members help evaluate media and offer suggestions to instructors and administrators. Student input is also considered. The President or Vice President evaluates all requests and approves purchases of any needed media materials and equipment.

Repair, Maintenance and / or Replacement of Equipment:

Anytime media equipment needs repair or maintenance, the Facilities Coordinator or the CIT instructor is contacted for diagnosis and repair. If it requires an outside vendor to repair it, the instructor will fill out the appropriate paperwork and submit it through the normal approval process. If parts need to be ordered to make the necessary repairs, the normal purchase request procedure will be followed.