# Media Services Plan

Revised: 04/23/2024

## Introduction

Okaloosa Technical College (OTC) media resources are available to students in Student Resource Centers located in each program.

## SCOPE and AVAILABILITY of SERVICES
## Student Resource Centers

Instructors supply and maintain current and relevant library and media resources in Student Resource Centers located in each program.  Program hours are listed in the OTC Handbook.  Resources can 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 Okaloosa County School District's (OCSD) Professional Development department provides professional development and distance education services, as well as assistance to faculty in the design of curriculum, learning activities, and assessments.

## 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 OTC Purchasing Policy when purchasing and replacing equipment, materials, and supplies, and they are responsible for notifying Titan or the Assistant Director, 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 Director oversees quality control on curriculum and learning materials and advises instructors on best instructional practices. The School District's Personnel department administers PAWS and FOCUS, the Student Information Systems, and provides training and technical support to instructors and students.

**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 Technology Department provides instructors with information outlining the services offered by the department. The OCSD Professional Development office is responsible for training with instructors on effective instructional practices; development of curriculum, supplemental learning activities, and assessments; and PAWS.

The OCSD Professional Development office develops, assists with, and delivers structured training activities to faculty and staff, including a New Employee Orientation.

**Facilities**

Students have access to classroom computers during classroom hours. Classroom computers are maintained and serviced by Titan, the School District provider. Problems may be reported by emailing the Titan Service Desk or calling the Titan Service Desk.

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 Assistant Director 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 email the Assistant Director describing the services needed. Any service requested that is beyond the capability of internal resources is contracted with third-party service entities.

**Budget**

Occupational 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 what the program will need to ensure that the instructor can deliver and maintain quality using current and relevant resources and technology. Program budgets are given to the instructors at the beginning of each school year. The instructor has authority to spend approved budget in a manner consistent with their program objectives. Instructors and administrators work together to determine a budget sufficient to meet the needs of the program, including the replacement of media equipment and supplies. All purchases are made in accordance with the College's Purchasing Policy and Procedures.

**Evaluation of Media Services**

Occupational Advisory Committees annually evaluate each program's learning materials and resources and make any recommendations for improvement. At the end of each semester, students are asked to complete a student 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; and other relevant services. Student course evaluations are available in the program's digital folder. Administration 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**

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. Facilities and Maintenance 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 Facilities and Maintenance Department.

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

## Media Equipment and Supplies
### Information Technology Department

The School District uses Titan as their provider for materials and service related to the use of computers and other related devices. Generally, Titan 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.
- Printers connected to the network.
- Security, software installation, and support.
- Systems troubleshooting, telecommunications, and upgrades.

Faculty and staff contact the Titan Help Desk to request services by reporting issues by phone or email. Students 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 Titan for problem resolution.

### 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 contacting the Assistant Director.

### Media Accessibility

Students have access to educational media via the Student Resource Center located in each classroom.

Students must self-declare to their instructor and an appointment with the Staffing Specialist will be scheduled. Appointments are scheduled with the Staffing Specialist to discuss your needs, before student's 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.