



# Media Services Plan

## Mission Statement

Moore Career College is *committed* to using its human and physical resources to provide services to our students that facilitate personal growth, professional development, and a sense of responsibility.

The primary purpose of Moore Career College is developing a high level of *competency*, which is accomplished through the pursuit, assimilation and dissemination of knowledge in academic programs.

The most compelling purpose of the College is to prepare students to function proficiently in a competitive society in the *career* of their choice and to create an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct.

**"Our Philosophy is to *inspire* students to strive for excellence and to achieve maximum personal potential."**

Edward Moore, M. Ed.

## Vision

Moore Career College encourages each student to aspire to the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience we hope to ensure that the Moore Career College graduate has been meticulously prepared.

# **Moore Career College**

## **Media Services Plan**

**Scope and Availability**

**Educational Materials**

**Coordination of Media Services, Roles and Responsibilities**

**Orientation and Training**

**Facilities, Technology, and Infrastructure**

**Budgetary Support**

**Evaluation for Improvement**

**Inventory of Equipment**

**Repair, Maintenance, and Replacement**

## **Moore Career College Media Services**

### **Introduction:**

To meet the ever-changing needs of the local community and its workforce, Moore Career College maintains high standards in its mission to produce highly skilled individuals and resourceful leaders through collaborative education. MCC believes that quality learning resources and very functional facilities are essential components for an effective education that prepares students for today's workplace. Learning resources must include both academic and program-specific materials and equipment that provide the learner the ability to demonstrate knowledge while mastering the skills necessary to be successful in a chosen program of study. To address the learning needs of its students, MCC is committed to providing educational experiences using industry-specific equipment, program-specific learning resources and information technology that is current and relevant for each individual program of study.

### **Scope and Availability**

#### **Instructional Media**

All instructors shall have access to the Internet and maintain in their program areas the necessary computers, software, projectors, printers, and other audio/video equipment necessary to support their efforts to produce quality instructional media that supports the educational content of the program's curriculum. Instructional media shall be allocated to each program that includes (but is not limited to): relevant reference materials such as alternate texts, current industrial and occupational information, technical manuals, professional journals, digital references, and audio-visual materials.

Each program shall maintain a current inventory list of its current instructional media resources and equipment housed in each program area. The master list shall be updated annually and when any additions/deletions occur.

## **Student Learning Resources**

Program-based learning resources are available to students during the instructional period as determined by the program's published instructional hours. This includes any relevant instructional media such as alternate texts, current industrial and occupational information, technical manuals, professional journals, audio-visual materials, and program-specific equipment and simulators. After-hours access to the program's media may be granted to students by instructors when appropriate supervision is available and safety can be assured.

Students shall have wireless access to the Internet on their own devices anywhere on campus through the MCC-Student portal.

There is one networked desktop computer station with printing capabilities in the breakroom. instructor.

## **Educational Materials**

Moore Career College provides that all physical library holdings relevant to each program of study be maintained in and by the individual programs. Each program sets its own policy regarding student access to these holdings. Instructors shall update the list annually and again as holdings are added or removed.

Students and staff also have the ability to access a wide variety of web-based resources from school or on personal devices via the internet.

## **Audio-visual Materials and Equipment**

- Projectors and Screens
- Document Cameras
- DVD/VCR
- Audio Systems
- Instructional DVDs and VHS tapes

## **Teacher Resources**

The Media Plan offers a variety of current and relevant resources for teachers offered by the publishers of our texts and are available to all MCC staff 24 hours a day, 7 days a week

from home or school.

## **Coordination of Media Services, Roles and Responsibilities**

The MCC Media Services Plan provides that individual instructors are responsible for the coordination and implementation of media services within their respective programs with guidance and support from the program advisory committees and oversight from the Director.

### **Roles and Responsibilities**

#### Program Instructors:

- Maintain and oversee the use program support materials
- Select and order program-specific books, multimedia items and any specialty media equipment
- Retire outdated or damaged materials
- Orient students of the program to appropriate media resources
- Provide students technical assistance with digital databases and other references for researching information
- Maintain all assigned learning resources and equipment in accordance with the Moore Career College Media Services Plan

## **Orientation and Training**

### **Staff Orientation**

Staff orientation and training on media services occurs upon initial employment.

Continuing education in the form of in-service sessions occurs for all staff as new technology is added or may be scheduled as requested by staff. This education and training is handled and coordinated by the Director.

### **Student Orientation**

The Director handles the initial orientation to the students and covers many of the areas of media. Instructors shall orient their students to all available media services and resources for their program and again as required as each resource is implemented during instruction.

## **Facilities, Technology, and Infrastructure**

Moore Career College has adopted a model for media services that permanently places standard media equipment and all program-specific resources physically in each program area. Programs shall be allocated the necessary fixtures and furnishings (such as AV Carts, bookshelves, cabinets, laptops) to provide storage and access to an inventory of appropriate books, manuals, periodicals, audiovisual media resources and equipment.

MCC recognizes that there are many web-based computer resources, text-book provided instructional DVDs, and various Learning Management Systems that are employed by the publishers to enhance the educational experiences of students. MCC shall provide its programs adequate computers or mobile computer carts to serve the students in their classroom areas during instructional hours.

MCC's network services are provided by MayerIt here in Baton Rouge. Our campus is provided hard-wired and wireless access to the Internet. A student wireless network is also installed allowing student devices access to the Internet only.

The Director budgets for and installs all equipment necessary for the successful connection of educational devices to the system.

The College has contracted with MayerIT to provide a hardware / software filtering solution that blocks unwanted web sites.

## **Budgetary Support**

MCC prepares an annual budget that encompasses all revenues. Funding is specifically allocated for computers, software technology, printing services, equipment repairs and other related FF&E from the Tuition Funds budget.

## **Evaluation for Improvement**

The evaluation of media services is conducted annually by faculty via the Program Advisory Committees and by students via their exit surveys. The results of these evaluations are used by MCC to assist in the modification and improvement of the Institution's media services.

## **Inventory of Equipment**

MCC maintains an electronic inventory of all equipment costing over \$200.

## **Repair, Maintenance, and Replacement**

MCC is committed to providing sufficient media equipment, supplies, and learning resources that are relevant, current, and in working order. It is expected that it will be necessary to repair, maintain, and/or replace existing media equipment, supplies, and learning resources. The Director is solely responsible for the maintenance of all media equipment. When there is a piece of equipment that is in need of being repaired or replaced, the instructor should bring that to the attention of the Director. They then will determine if it is repairable or needs to be replaced. The Director will then determine the method of maintenance, disposal, or replacement of media equipment and learning resources.