Media Services Plan

At Technical College of the Rockies (TCR), our goal is to provide students and instructors with the necessary resources, equipment, and services to meet the objectives of each educational program. Online resources are accessible to all students and instructors, regardless of instructional method. Physical resources are provided on campus and in the clinical environment. All students and instructors are provided opportunities to use these resources.

Scope and Availability

Since the programs at TCR have very disparate subject areas and needs, each program and/or department maintains its own media resources in an area available to the students. Program Coordinators are responsible for the implementation and coordination of educational materials within their own department. This includes identifying appropriate materials, purchasing materials, and implementation of materials into the curriculum.

Programs that provide instruction in the use of computers and software have a computer station for each student. Each computer meets the specifications to run the current industry-standard software. TCR also has computers available for students to access resources on the learning management system and to complete coursework. We utilize laptops for use by students in those buildings that do not have computer labs.

All technical equipment and infrastructure are implemented, coordinated, and maintained by the TCR IT Department. The IT Department works closely with Program Coordinators and their designated representatives to make sure the necessary equipment is on hand for instruction. The IT Department is responsible for identifying, purchasing, and implementing technology equipment and infrastructure.

Current and Relevant Educational Materials

Each program's media center provides supplementary educational materials that support instruction and help meet learning objectives. Resources include books, reference materials, digital media, and web-based tools relevant to each career field. Programs are equipped with essential audio-visual equipment, computers with internet access, and other standard technologies. Copy machines are available for staff and reasonable student use.

Staff Person Responsible for Implementation and Coordination of Media Services

The IT Department are the designated personnel responsible for the implementation and coordination of media services at TCR.

Roles and Responsibilities Designated Staff Members

Program coordinators are responsible for the implementation and coordination of educational materials within their own department. This includes identifying appropriate materials, purchasing materials, and implementation of materials into the curriculum. The coordinator is also responsible for maintaining an inventory of the resources. For programs that have multiple instructors, each instructor is responsible for identifying appropriate materials and

including those materials in the curriculum. The coordinator in those programs oversees the process to ensure the educational materials work together. If a program has other support staff, they will have the responsibility for making purchases.

Orientation for User Groups

Orientation for media services is almost entirely related to instructional media. The orientation process for instructors and students is determined by the program they are associated with. All instructors receive training from the IT Department on how to access work in the applicable learning management system (e.g., Canvas, CIMA, Jones & Bartlett, etc). Instructors who do classroom instruction that require the use of multimedia, are taught by the IT Department how to use the system in the classroom in which they are teaching.

Students in online courses are required to attend an orientation session prior to the first class. The instructor(s) trains the students on how to use the applicable learning management system (e.g., Canvas, CIMA, Jones & Bartlett, etc) and discusses with them any other skills required to access the learning resources for the course.

Facilities and Technical Infrastructure Essential for Using Media Materials

Since most of the media and technology are located throughout the campuses in specific program areas, no special facilities are needed. Computers can be found in various locations in the classrooms.

The technical infrastructure is adequate in meeting the media services and materials. Student computers and peripherals are refreshed on a rotating basis as needs are assessed by Occupational Advisory Committees and administration, and the older computers and peripherals are recycled or dispositioned as appropriate. Technical College of the Rockies, in partnership with the Delta County School District, provides the technical infrastructure, computer update, and the maintenance for the campus computers. The institution's servers are housed in an equipment room, located on the main campus, which is always locked. Access to the equipment room is limited to TCR and DCSD authorized personnel only.

A wireless system exists throughout the main campus allowing faculty to login to the school's internet in both classroom and lab areas. TCR's IT Department is capable of designing, setting up, and maintaining the institution's technology infrastructure and manages web based and distance education efforts. The wireless system is maintained by Delta County School District.

Annual Budgetary Support

Each department has a budget for the purchase, replacement, maintenance, or repair of instructional media and supplies. The equipment and services necessary for use of instructional media are purchased by using either general funds or the Carl Perkins Grant. Program Coordinators are encouraged to plan ahead for major purchases which allow those purchases to be made from grant funds.

Annual evaluation of the effectiveness of media services is done through the end-of-course evaluations that are given at the end of each semester. TCR administers an annual faculty and staff evaluation to gauge the effectiveness of the campus's media and services. Responses are reviewed by administration to determine areas of need.

Reviewed: June 10, 2026, by TCR Administration