



## **Technical College of the Rockies**

### **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 or in the clinical environment. All students and instructors are provided opportunities to use these resources.

#### **Instructional Media**

Each educational program at TCR is responsible for maintaining an inventory of the current and relevant educational materials that are housed within the department. Each program has a variety of resources, which may include books, periodicals, or online media that are used by instructors for lesson preparation and/or instruction, and for student use. Instructional and resource materials are also available to students through the Moodle learning management system for each course.

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 generally have the responsibility for making purchases.

The program coordinator is also responsible for working with the IT Systems Administrator to coordinate access and use of the equipment necessary to utilize non-print learning resources such as computer software, films, videos, slides, and online resources.

Each program has access to large screen HD smartboards or projectors for the display of instructional material.

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 Moodle learning management system and to complete coursework. We utilize laptops for use by students in those buildings that do not have computer labs.

Each instructor has a desktop or laptop computer assigned to him/her. They are used for lesson preparation, instruction, maintaining student records, email, and any other work-related activities. Instructors in skills courses and some clinical instructors are also assigned an iPad to complete skills checklists and clinical paperwork.

All technical equipment and infrastructure are implemented, coordinated, and maintained by the Technology Department at TCR. The IT Systems Administrator works closely with program coordinators and their designated representatives to make sure the necessary equipment is on hand for instruction.

The IT Systems Administrator is responsible for identifying, purchasing, and implementing technology equipment and infrastructure.

## **Orientation**

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 Systems Administrator on how to use a computer and work in the Moodle learning management system. Instructors who do classroom instruction that require the use of multimedia, are taught by the IT Systems Administrator 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 trains the students on how to use the Moodle learning management system and discusses with them any other skills required to access the learning resources for the course.

## **Budget**

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 generally 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.

## **Evaluation**

The effectiveness of media services is evaluated both formally and informally. The formal evaluation takes place through surveys from staff and students at the end of each semester. Department coordinators and instructors review the course evaluations and student surveys to review whether students feel the media services were sufficient to support the educational program. The staff surveys are reviewed by the administration to determine whether or not instructors feel they have the resources necessary to effectively teach in their program. Input from occupational advisory meetings helps program staff review and make necessary revisions.

Informal evaluation is ongoing as instructors work with program coordinators to revise their curriculum. Through that process, research may help discover new resources that could better meet the needs of the program.

Through these processes, TCR looks for areas in which media services need to be modified or improved. These modifications and improvements are implemented as needed when resources are available. If the desired improvement requires more planning and/or funding than is available, it then becomes part of the strategic plan.

Updated 3-15-2021 JF

Sent out for review by Staff 3/22/2021