

## Technical College of the Rockies

### Media Services Plan

It is our goal to provide students and instructors with the necessary resources, equipment, and service 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 and all students and instructors are provided opportunities to use those resources.

#### **Instructional Media**

Each educational department at TCR is responsible for maintaining an inventory of current and relevant educational materials which are housed within the department. Each department has a library, which may include books, periodicals, DVDs, and CDs which are used by instructors for lesson preparation and instruction. Some of the resources are also available for student use. Instructional and resource material is also available to students through the Moodle learning management system files for each course.

The Nursing Department at TCR also subscribes to EBSCO Information Services which provides access to online research databases, e-journals, and e-books on healthcare topics. The service is available at no charge to all students or instructors. EBSCO also has subscriptions available in other subject areas that

TCR maintains a video library on general topics such as time management, job search skills, and study skills that are available for use by instructors. The library is housed in the Career Services Center.

Department coordinators are responsible for the implementation and coordination of educational materials within his/her department. This includes identifying appropriate materials, purchase of the material, and inclusion of materials in the curriculum. The coordinator is also responsible for maintaining an inventory of the resources. In departments that have multiple instructors each instructor is responsible for identifying appropriate materials and including those materials in the curriculum. The coordinator in those departments oversees the process to insure the educational materials work together. If a department has other support staff, he/she will generally have responsibility for making purchases.

The department coordinator is also responsible for working with the IT Department at TCR 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 classroom has a multimedia system for display of instructional material. At a minimum, the system includes a computer capable of accessing the Internet and playing DVDs and an LCD projector. In departments where instruction includes displaying diagrams and other objects the multimedia system has been expanded to include document readers and large-screen HD TVs.

Departments 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 and has the appropriate software installed. TCR also makes computers available for students to access resources on the Moodle learning management system and to complete coursework. In buildings where space is available we have computer labs that can be scheduled for student use. We utilize

laptops that can be scheduled by instructors 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 is implemented, coordinated, and maintained by the Technology Department at TCR. The Technology Support Specialist works closely with department coordinators and their designated representative to make sure the necessary equipment is on hand for instruction. The Technology Support Specialist 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 not only the department he/she is associated with but also the course. All instructors receive training from the Moodle coordinator in how to use a computer and work in the Moodle learning management system. Instructors who do classroom instruction that requires the use of multimedia are taught by the Technology person to use the system in the classroom in which he/she is teaching. If it is necessary for an instructor to teach in a different classroom with a multimedia system that operates differently he/she may request training from the IT department.

Students in online courses are required to attend an orientation session prior to the first night of class. The Moodle coordinator trains the students in the use of the Moodle learning management system and discusses with them any other skills required to access the learning resources for the course. Students who are in hybrid or in-seat courses receive the necessary training from their instructor and or the Moodle coordinator during the first days of class or at the time the resource is used.

### **Budget**

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

### **Evaluation**

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

Informal evaluation is ongoing as instructors work with their advisory committees to review and revise their curriculum. Through that process instructors may discover there are new resources that will better meet the objectives of the program.

Through both of these processes TCR looks for areas where media services need to be modified or improved. If the modification or improvement is something that can be taken care of quickly and the resources are available, the process is put into place to take care of it. If it is something that requires more planning it becomes part of the strategic plan.