



# Media Services Plan

**Mission Statement:**

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

**Vision Statement:**

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



# **Manatee Technical College**

## **Media Services Plan**

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## **Manatee Technical College Media Services**

### **Introduction:**

To meet the ever-changing needs of the local community and its workforce, Manatee Technical College maintains high standards in its mission to produce highly skilled individuals and resourceful leaders through collaborative education. MTC believes that quality learning resources and ultramodern 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, MTC is committed to providing educational experiences using state-of-the-art 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. A copy of each program's inventory shall be maintained electronically on the MTC Global Shared Drive.

### *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 MTC-Guest portal. Additional networked computers with Internet access outside the program areas are available to students Monday through Thursday 7:30 am -7pm and Fridays 7:30 am – 3pm on a first-come-first-served basis in the following areas:

Main Campus: Media Center located in Cantrell Hall

East Campus: Rooms 1-127 and 2-202

The Main Campus Media Center has several areas arranged for study purposes, computer usage, and leisure reading. The Center's computer access consists of 24 desktop computers with printing capabilities at designated networked printers. There is a modest holding of general printed resources for leisure reading on site.

The East Campus Reference Room 1-127 contains an archive of alternate texts, occupational information, reference books, and professional journals for some of the health programs served at the East Campus. There is also one networked desktop computer station with printing capabilities at a designated networked printer. Building 1 programs maintain their own holdings in a designated area of this reference room and may be used by students with supervision and authority from the program instructor.

The East Campus Building 2 Computer Library located in Room 2-201 contains 5 desktop computers at individual study stations with printing capabilities at a designated networked printer. There is also an archive of alternate tests and reference books for some of the allied health programs served at the East Campus. Building 2 programs maintain their own holdings in a designated area of this reference room and may be used by students with supervision and authority from the program instructor.

### *System for Applied Individual Learning (SAIL)*

In alignment with the Institution's commitment to prepare students for the community's workforce needs, each campus shall maintain and staff a S.A.I. L. Lab (System for Applied Individualized Learning). The S.A.I.L. lab shall administer all Tests of Adult Basic Education (TABE) and provide strengthening of a student's basic skills related to math, reading, and language using courseware, tutoring, and homework assignments. The S.A.I.L. lab shall also serve students with disabilities and provides basic skills remediation to special needs students.

**Main Campus:** The TABE is offered by appointment with various schedules available Monday-Friday. Remediation is available online 24/7 and accessible by any computer in the world with internet access. Teacher facilitated remediation is available by appointment. The Main Campus S.A.I.L lab is located in room 2101.

**East Campus:** The TABE is offered four times a week by appointment Monday-Thursday. Remediation is available online 24/7 and accessible by any computer in the world with internet access. Remediation sessions with teacher assistance is available Monday-Thursday by the posted hours. The East Campus S.A.I.L. lab is in room 1-204.

### **Educational Materials**

Manatee Technical College provides that all physical library holdings relevant to each program of study be maintained in and by the individual programs. A list of program-specific resources is administered by each program and this list can be accessed on the MTC Global Shared Drive. These resources are available and circulated to students by the program instructors. 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 renewal of subscriptions. This includes general district-provided resources as well as program-specific electronic media, publisher-hosted learning management systems (LMS), and databases for research and preparation for licensing or credentialing.

### *Electronic Holdings*

The MTC Media Plan provides for individual electronic holdings that are program-specific and are maintained by the individual programs. In addition, the Media Plan offers a variety of current and relevant web-based educational materials for both students and teachers offered through the Manatee County School District. Access to any of the restricted district holdings is available to all MTC staff and registered students. The following district-provided web-based resources are available at any time from home or school via a link on the Manatee School District Web Site:

- Discovery Education
- Edmoto
- Film Rush Manatee
- Florida Electronic Library through Cengage Learning
- Florida Students: SAT Practice Website
- GALE Cengage Learning Media Database
- GALE Cengage Learning Academic OneFile for Journals/Magazines and Articles
- GALE Career Transitions
- GALE LitFinder
- GALE Health Reference Center Academic
- GALE PowerSearch
- ¡Informe!
- Info Trac: Florida Newspaper Database
- Manatee County Public Library System
- The Big 6
- WebPath Express
- World Book Online
- World Book Timelines
- World Book Discover
- World Book Dramatic Learning
- World Book Advanced
- World Book Enciclopedia Estudiantil Hallazgos

- Manatee County Public Library System

*System for Applied Individual Learning (SAIL)*

The S.A.I.L. lab provides strengthening of a student's basic skills related to math, reading, and language using courseware, tutoring, and homework assignments:

- ITTS (Instruction Targeted for TABE Success - online instruction - McGraw-Hill/ Contemporary; mheonline.com
- One-on-one teacher instruction as needed by students: **East Campus** from 10:30 AM to 4:00 PM on Monday, Tuesday, Wednesday; 11:00 AM to 3:00 PM on Thursday. **Main Campus:** By appointment.
- PACE Learning Systems Reading practice materials; Pace Learning Systems, Inc. 370 Resource Drive, Tuscaloosa, AL 35401; www.pacelearning.com
- Contemporary's TABE Practice Books: Achieving TABE Success in Mathematics; Achieving TABE Success in Reading; Achieving TABE Success in Language; McGraw-Hill Wright Group, 8787 Orion Place, Columbus, OH 43240
- McGraw-Hill/ Contemporary's Language Builder and Reading texts; Wright Group/McGraw Hill, One Prudential Plaza, 130 East Randolph Street, Suite 400, Chicago, IL 60601
- Steck-Vaughn TABE Fundamentals/Harcourt Achievement texts for Reading, Language, Mathematics; www.Steck-Vaughn.com
- McDougal, Littell Basics in English Practice Books Levels Orange, Blue, and Yellow; McDougal-Littell & Company, Evanston, Illinois
- Contemporary's NUMBER POWER Series for mathematics: Number Power #1 – through # 9 (from basic addition, subtraction, multiplication, division to geometry, algebra, and word problems)
- Essential Idioms in English, Prentiss Hall Regents Englewood Cliffs, NJ 07632
- The American Heritage Desk Dictionary, Houghton Mifflin Company, Boston, MA
- Roget's Thesaurus , Random House, www.randomhouse.com
- The Little, Brown Handbook, Pearson Education, <http://www.awl.com/littlebrown>
- A Survey of Mathematics, Pearson Addison Wesley, www.aw.com

- [khanacademy.org](http://khanacademy.org), free website for math study
- [fldoe.org](http://fldoe.org), free website for TABE Practice Tests

*All Program Areas: Audio-visual Materials and Equipment*

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

*Teacher Resources*

The Media Plan offers a variety of current and relevant resources for teachers offered through the Manatee County School District. The following web-based resources are available to all MTC staff 24 hours a day, 7 days a week from home or school:

- Focus School Software
- Microsoft Office 365
- GALE Professional Development and Database
- TrueNorthLogic: Professional Development Courses

Other electronic teacher resources include:

- ExamView
- Microsoft Mathematics
- Microsoft Research AutoCollage
- Microsoft Silverlight

*Printed Media Services*

Manatee Technical College maintains its own print shop on-site housed at the main campus and is available for routine black-and-white and color copying needs. These printing services are available to all MTC personnel as necessary. Print jobs can be emailed in pdf format with instructions or routed to the print shop via hard copy using an order form.



There is a full service Instructional Media Center print shop operated by the School District and its advanced services are available to MTC as well. Programs that use the district's print shop will be invoiced by the district with payment to the print shop from the program's internal lab fee account. The District's print shop is located at the Professional Support Center (PSC) and it completes print requests in-house with high-speed digital and wet ink equipment. Services include, black ink printing, full color printing, and posters, laminating, and various bindery tools and finishing. Printing may be ordered straight from a computer by going to the ACCOLADE WEB CRD web site at: <http://accolade.manatee.k12.fl.us/> or may be routed via hard-copy through the courier in the designated red courier envelopes.

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

The MTC 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 appropriate Assistant Director. The Junior Site Support Engineer (JSSE) has been designated the role of maintaining all media equipment, computers, printers, and network connections at all MTC campuses. The JSSE also serves as a resource and advises instructors and administrators as necessary regarding the availability of technology upgrades.

#### *Roles and Responsibilities*

##### Program Instructors:

- Maintain and oversee the use program support materials (technical books, manuals, periodicals, and e-resources)
- Select and order program-specific books, multimedia items and any specialty media equipment
- Retire outdated or damaged materials
- Monitor and assist students with the use of computers
- Submit purchase requests for the renewal of subscriptions
- 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 Manatee Technical College Media Services Plan
- Create instructional media (both print and non-print)
- Maintain a bibliography of program reference materials and other resources housed by the program for use in the delivery of instruction

Junior Site Support Engineer:

- Maintain over 900 computers, printers, and network connections at all campuses.
- Respond to issues submitted by phone, email, district work orders or tickets, and in person in a timely manner.
- Troubleshoot and repair computer and network hardware.
- Troubleshoot problems with LCD projectors, document cameras, and classroom audio systems.
- Install and update a wide range of computer software.
- Troubleshoot software and operating systems.
- Remove viruses and malware causing user problems.
- Reimaging and upgrading computers.
- Restore lost files.
- Keeping computers and users organized in Active Directory.
- Reset network passwords.
- Submit requisitions for new computers and related technology.
- Determine when hardware and software is outdated and remove from service.
- Instruct and advise staff and students on the use of available technology.
- Supervise any work study students working to assist in technology support
- Maintain all assigned learning resources and equipment in accordance with the Manatee Technical College Media Services Plan

### S.A.I.L. Lab Teachers:

- Administer the Test of Adult Basic Education (TABE) to current and prospective students
- Report TABE results to the appropriate Career Counselor for all TABE candidates
- Maintain a database of TABE results for all TABE candidates
- Structure a plan for remediation for students who fall below the required TABE scores for their program of study
- Supervise students in their plan of remediation and provide academic instruction as necessary
- Supervise the use of the S.A.I.L. lab for testing and remediation activities
- Maintain all learning resources and equipment associated with the S.A.I.L. lab in accordance with the Manatee Technical College Media Services Plan.

### *MTC Technology Committee*

A Technology Committee may be appointed by the MTC Director to meet as necessary to assist in the Institution's efforts to assure that that quality learning resources and facilities continue to exist at each MTC campus. The committee shall consist of volunteer faculty and staff members as follows:

- At least one but no more three faculty/staff representatives from each of the MTC Campuses; no more than one person shall be from the same program.
- The Junior Site Support Engineer
- Ex-Officio: MTC Director and Assistant Directors, MTC Grants Specialist
- The committee may include other ex-officio members as required to serve as consultants to the committee
- One of the faculty representatives shall be designated chair by the MTC Director

### *Duties of the MTC Technology Committee may include*

- Review and propose updates for the MTC Media Services Plan

- As needed, make recommendations to the Board of Governors and Administration for prioritizing program requests for the expenditure of budgeted funds for media resources and equipment
- Review student exit surveys, and faculty/staff surveys, and program advisory committee recommendations to provide input regarding the adequacy of MTC Media and Technology Services
- Report committee activity to MTC Faculty and Administration by posting minutes and other appropriate materials to the Committee’s Folder on the MTC Global Shared Drive.

## **Orientation and Training**

### *Staff Orientation*

Staff orientation and training on media services occurs upon initial employment. The administration may designate a seasoned “peer teacher” to assist new instructional staff members in their orientation to the media services and technology provided by MTC. The Junior Site Support Engineer shall also assist new staff members in accessing a new institutional email account, share computer drives, and assist in the orientation on the use of the available technology.

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. Specialized staff training sessions for some of the district-provided resources may also be found on-demand in the TrueNorthLogic professional development portal.

### *Student Orientation*

Instructors shall orient their students to all available media services and resources during their initial program orientation and again as required as each resource is implemented during instruction. If necessary, the Junior Site Support Engineer may assist in the orientation of specialized computer technology provided by MTC and the District.

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

Manatee Technical 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, computer stations) to provide storage and access to an inventory of appropriate books, manuals, periodicals, audiovisual media resources and equipment.

MTC recognizes that there are many web-based computer resources, text-book provided instructional DVDs, and various Learning Management Systems that are employed by the programs to enhance the educational experiences of students. MTC shall provide its programs adequate computer stations or mobile computer carts to serve the students in their classroom areas during instructional hours. MTC shall maintain additional common areas for students to attain computer and Internet access when classroom computers may not be available.

MTC's network services are provided by the School District of Manatee County. Each campus is provided hard-wired and wireless access to the networked servers and the Internet. A guest wireless network is also installed at all MTC campuses allowing non-district devices access to the Internet only.

The School District's Network Operations Center (NOC) team budgets for and installs all equipment necessary for the successful connection of educational devices to the district-wide network system. This includes hubs, switches, routers and copper / fiber cabling. Setup, monitoring, maintenance and replacement of this equipment also falls under the direction of the NOC team. If network changes are needed at MTC, the MTC Junior Site Support Engineer will need to submit a work order to Network Operations Center team detailing the needs. The network team will evaluate the request and if needed, supply the requested solution or request additional information for further evaluation.

The School District has contracted with an external provider to provide a hardware / software filtering solution that blocks unwanted web sites. This filter system meets the federal Child Internet Protection Act (CIPA) compliance requirements. A block list is maintained and updated nightly by the company responsible for providing the service. While the Network Operations Center staff makes every attempt to ensure that access to undesired materials does not

happen, no solution will provide 100% protection and there is the possibility that some users may gain access to material that is not consistent with the educational mission, goals and policies of the School District. The Student and Employee Acceptable Use Guideline Policies govern such incidents or activities of the user. Occasionally the software does blocks sites that are appropriate and relevant for educational use. Requests to have a site unblocked can be emailed to the District at [filterrequests@manateeschools.net](mailto:filterrequests@manateeschools.net).

### **Budgetary Support**

Manatee Technical College prepares an annual budget that encompasses revenues earned from Workforce Development Funding, Tuition Funds, Dual Enrollment Funds, Student Lab Fees, and CAPE (Career and Professional Education Act) Industry Certification Funds. Funding is specifically allocated for computers, software technology, printing services, equipment repairs and other related FF&E from the Tuition Funds budget.

Each program's lab fee budget represents 80% of the lab fees to be collected based on projected program enrollment for the budget year. Programs have full control of that budget and shall use the funds to provide the specialized program supplies and services necessary to meet the educational needs of the students in the program. Twenty percent (20%) of the lab fees collected are set aside as discretionary funds and are allocated to the Assistant Director assigned to the campus from which they were collected. The discretionary funds may be expended to benefit all students of that campus as deemed necessary by the Assistant Director.

The MTC Grants Specialist is also available to assist programs in locating and submitting grant requests in their efforts to fund special, unbudgeted purchases.

### **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 MTC and its Board of Governors to assist in the modification and improvement of the Institution's media services. The MTC Technology committee may also assist in the evaluation process with a periodic survey of faculty regarding technology and media services.

## **Inventory of Equipment**

All property which is purchased from any funding source for use in the school system, as well as items of property built by the District, become School Board property. Items valued above the statutory amount (\$1000 or higher) must be reported for assignment of a property record number and inclusion in the Manatee County School District's property inventory, however all computers, iPads and e-readers are tagged regardless of cost. Property purchased with Internal Account funds must be made on a District Purchase Order using project #0851, designated for Internal Accounts. Items will be shipped to Central Distribution (5310) for receipt and processing through Property Records.

Donations of tangible personal property valued over \$1,000 must be School Board approved prior to acceptance. Donated items must be in compliance with all health and safety requirements. Consider the appropriateness or feasibility of providing District support for the operation and maintenance of such property. Donation Form - 41-00986 must be used for all donations.

All tangible personal property shall be inventoried annually at each school and district site by the Property Records Department. Site administrators are responsible for all property at their site.

Lost or Stolen property: All losses involving theft or vandalism shall be reported to local law enforcement agencies. The School District's Risk Management Department & Property Records Department should be notified immediately. To report lost or stolen property, use form 41-00988 and include the case number for the police report.

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

Manatee Technical College 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 MTC Instructional Equipment and Supplies Plan should be consulted for protocols involved in their repair, maintenance, disposal, and replacement of media

equipment and learning resources. Tuition Funds are routinely allocated to assist in repairs, maintenance and replacement of media resources.

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