

Media Services Plan



Upper Kutz Barber & Style College

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Effective: January 2019

Media Services Plan

Purpose:

The purpose of this plan is to ensure the presence of appropriate media services essential for the achievement of the objectives for each program offered and that the media services are readily available and used by students and faculty. The President /Director will be responsible for this plan.

Objective:

1. To ensure that Media Services and equipment will be maintained in good working order to enhance educational programs and to facilitate learning.
2. To ensure that Media Services will also include inventory of items such as: CDs/DVDs, videos, books, scholarly articles, online journals and computer programs that will help assist in staff and students achieving the level of success in teaching and completing the program successfully.
3. To ensure that each program offered at Upper Kutz Barber & Style College has a learning resource system embedded in and made part of the curriculum. Each student is provided with text/online access to appropriate media services for their program.
4. To ensure that technical infrastructure will be maintained daily in good working order to enhance educational programs and to facilitate learning.

Procedure:

There will be at least the Director and one faculty member involved in maintaining and updating media center and the technical infrastructure required to provide adequate support for faculty and students.

Inventory Lists will be maintained and available to faculty and students. A variety of current and relevant educational materials which includes: CD/DVDs, videos, books, scholarly articles, online journals, computer programs, periodicals, simulation resources are available for staff and students.

Recommendations from all staff and faculty regarding new materials to be obtained will be solicited annually. These recommendations will then be evaluated by the President/Director as to necessity, feasibility, long range use, and maintenance requirements. The Director upgrades all inventory lists at least annually and then the list is presented to the board for approval.

Information on media services and learning resources are made available to both faculty and students through the school catalogue and handbooks. Orientation for faculty is the responsibility of the Director. Faculty incorporate orientation to media services at the start of each new program for students.

In the event that any materials or equipment are in disrepair, a timely report should be made to responsible support staff; they will immediately arrange for repair or replacement.

Each classroom is equipped with a CD/DVD player, a computer/projector, document projectors, and projector screen. All CD/DVD resources are available onsite in the media center. The annual budget for the school accommodates support for media services including equipment and materials.

Evaluation:

The effectiveness of media services and utilization is reviewed and accomplished through staff and student evaluations. Evaluations are reviewed and summarized by the Director. Needed improvements are reviewed by the staff and used to modify and improve media services annually. The Director evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting through the Executive Director's Annual Evaluative Report. The data is then presented at the advisory meeting for approval.

Distribution:

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The institution reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are also reviewed annually and serve as a method of evaluation, input and feedback. All plans are publicly posted in the designated area of the facility, school website, and server for all to peruse.