



## Diamonds College Media Services Plan FY 2022 – 2023

### Supporting the Mission of Diamonds College

*The mission of Diamonds College is to educate individuals to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and services to their communities. Through this education, we will prepare each student to be employable in the job market.*

#### **Introduction**

The purpose of Diamonds College's media services is to provide media support for enhancing student learning experiences in the instructional program. The College's mission can be accomplished by providing the most current learning resources for the faculty, staff, and students.

#### **Scope and Availability of services:**

Media resources are readily available to all students, staff, and faculty. Instructors have access to a multitude of instructional media/resources including desktop and/or laptop computers, print media, computer software, printers, and internet access. Additional media such as instructional DVDs and videos, resources and reference manuals, and other publications are maintained by the instructor. In addition, instructors' computers and laptop computers are loaded with software appropriate to support student learning. Students have access to resources that are available in their classrooms and wireless internet while on campus.

Program-specific instructional videos/DVDs are housed in individual classrooms and updated as necessary by the instructor. Classrooms are equipped with TVs and DVD players. and are available for any program or staff member to use. Media services include access to current and relevant media materials and video equipment, including videotapes, reference books, and supplements to text materials, a variety of books, periodicals, and magazines.

DCBC's primary learning resources are DVDs including Pivot Point and Milady. We provide organizational areas for these as well as the written material needed. Multimedia equipment is available for instructors and students to use as necessary. Instructors have access to computers, printers, copiers, etc. to prepare instructional material to support students in meeting the objectives of the program.

**Orientation** for media is given by Ms. Feltner, Program Director. Student Media orientation is provided by the instructors through activities that reflect the current industry practices. Instructors are also responsible for performing demonstrations and hands-on learning experiences that utilize appropriate materials, equipment, tools, and procedures.

**Responsibility:** The Instructor on Duty is responsible for all learning resources as outlined in the Personnel Handbook.

The Program Director and General Manager are responsible for setting the direction of the information technology of DCBC. Together they set media policies regarding procedures and standards and review and recommend priorities for the development of applications.

The Program Director is responsible for selecting all media resources as applicable and relevant to the programs and oversees training for teachers concerning proper instructional techniques and procedures

through professional development opportunities. The Program Director is responsible for assuring that instructional programs are compliant with established goals, procedures, guidelines, and regulations.

The General Manager is responsible for computer network administration activities and designated programs and systems and manages contracted computer service providers on an as-needed basis. The General Manager is responsible for providing training to personnel in the proper operation of assigned hardware, software, operating systems, and peripheral equipment. Training and support for teachers in the use of student record-keeping software are also provided by the General Manager.

Diamonds College considers the facilities' needs of all instructional programs and has created a Technology Plan that directly addresses these needs. Activities prescribed by the Technology Plan include, but are not limited to classroom equipment, network infrastructure, servers, and software. Annual budgets allow for the purchase and maintenance of instructional media, equipment, supplies, and technology support. In addition, there is an action item listed in the organizational Strategic Action Plan supporting the expansion of technology within the organization to improve student learning and organizational operations.

The General Manager oversees Public Relations and Marketing and leads the organization's efforts in the planning and design of DCBC's website and evaluates future online features and tools that will enhance student learning and teacher instruction.

### **Maintenance and support**

The learning resources at Diamonds College are adequately maintained to meet objectives. A variety of methods exist to meet Diamonds College's needs for normal equipment maintenance and repair.

These methods include the following:

- Operating expenses for replacement and repair are in the budget.
- Warranties are used with new equipment when available.
- Service contracts are negotiated and purchased for various equipment such as computers, copiers, and video equipment.
- Media equipment meets safety requirements and standards.
- The Sherman Fire Department and a TDLR inspector check annually to ensure the equipment continues to meet safety standards.
- Equipment repair needs that are not met through the procedures previously listed are performed by service vendors. Maintaining equipment and replacing or disposing of obsolete equipment is the responsibility of One Touch Computer Services. One Touch also maintains DCBC's computers, telephone, and video equipment.

**Evaluation:** Instructors evaluate the effectiveness of media services in operation and results are utilized to modify and improve media services. The owner, Director, General Manager, staff, faculty, and the Advisory Board evaluate the media plan regularly to determine any needs or improvements that need to be addressed.