



**Adult Education
Media Services Plan
2021**

Media Services Plan

The Objectives of the Media Services Plan:

- To assure that Vantage Career Center students and staff have access to sufficient media services to support the delivery of our educational programs;
- To support the acquisition of new resources as needed, and to replace and dispose of those items no longer useful to the institution;
- To provide instruction and orientation to the use of the media and instructional media/equipment to assure effective implementation of the available resources.
- To identify an equitable process for determining priorities for the purchase of new resources; and,
- To allocate sufficient resources to meet the needs of our staff and students in the delivery of a quality educational experience.

Scope and Availability of Services

Vantage Career Center is committed to providing up-to-date media resources and the technical infrastructure and educational technology to support the use of these media resources.

The facility is exceptionally well-equipped with educational technology for the instruction of career technical programs, and new resources and equipment are acquired on a regular basis as needs are identified. All students enrolled in Vantage Career Center Program have access to a wealth of resources to support them in their learning experience.

All staff and students are assigned a Vantage email to allow access to multi-media equipment and online/digital resources. Students and staff are also issued Chromebooks as needed to allow for study and preparation off campus.

Each individual program has the ability to acquire necessary resources to support instruction. Program Coordinators work with faculty to procure materials as identified including textbooks, on-line and virtual resources, study guides, workbooks, software, periodicals and journals.

Personnel

Coordinators for each program are responsible for working with program instructors to identify needed media resources for the effective delivery of the program.

Additional staff members who support media services include the Library Media Specialist, the Technology Supervisor, the Technology Coordinator and the Technology Integration Specialist:

- Library Media Specialist - Supervises the Media Center, manages and maintains virtual learning (VL) opportunities, follows board-adopted procedures to discard outdated, nonfunctional or damaged equipment and materials, helps students take full advantage of the learning resources
- Technology Supervisor – Responsible for maintaining and providing support and direction to staff and students in all areas related to educational technology.
- Technology Coordinator – Coordinates the planning, delivery, assessment and ongoing improvement of technology programs.
- Technology Integration Specialist – assists staff to enhance learning through improved integration of technology

Orientation

The Technology Integration Specialist provides assistance and orientation as needed for staff and faculty to software, platforms and new technology learning resources. Tutorials and learning videos are also shared with staff as these are acquired by the school.

Orientation to individual learning platforms used by programs is provided by instructors or coordinators so students may use these resources productively.

Facilities and Technical Infrastructure

One of the driving goals of the Vantage Career Center Strategic Plan is “Maintain and Upgrade Facilities/Equipment/Technology.” Vantage prioritizes educational technology and resources to assure our students are receiving the best educational experience possible.

Vantage Career Center classrooms and laboratories are well equipped to deliver educational programs supported with workplace standard equipment and multimedia technology for the delivery of instruction.

Classrooms are furnished with projectors, smart boards, or video monitors and computers to deliver videos, online resources and instructor prepared materials.

Laboratory facilities are completely equipped with industry standard equipment for the hands-on practice of learned skills.

Annual Budgetary Support for Services

On an annual basis, Vantage Career Center dedicates significant resources to upgrading, maintaining and replacing equipment and resources.

All staff members are included in the determination of new purchases. Annually, staff are requested to submit technology, software and equipment requests to the supervisors. These requests are entered into a spreadsheet and the administrative team meets with the superintendent to determine priorities for the required purchases.

The completed list is submitted to the Board of Education at the March meeting, and once approved, supervisory personnel begin the process of acquiring quotes and purchasing so resources are available for the beginning of the next academic year.

The budgetary allocations vary from year to year but are usually sufficient to meet the majority of the requests.

The budgetary process, implemented in the spring is also directed to the evaluation of the media and educational resources to determine priorities for the next fiscal year and to determine the effectiveness of the current resources.

Maintenance of Equipment and Disposal of Obsolete Equipment

The Technology Department of Vantage Career Center has a rotation plan for the replacement of student-used devices including Chromebooks, classroom computers and laptops. When purchasing new equipment, extra devices are acquired beyond the minimum needed to allow for immediate replacement of failed equipment to guarantee their internal policy of "No down time."

Classroom instructional technology is also rotated out at the end of its useful life. Allocated budgetary funds are available to allow for the maintenance of current equipment/resources and to purchase new in emergency situations.

Board policies 7300 and 7310 specify the processes for removal of obsolete or surplus materials. Once an item has been removed from use, it is either disposed of, if it has no value, donated, or listed on GovDeals.com where potential buyers can bid on available items.

Disposal of items purchased with federal funds are disposed of according to applicable laws and regulations.