2023 Media Services Plan
UA Local 290 College of Mechanical Systems and Technology

I.   Objectives:

Media Services is comprised of two main components. The first component encompasses the resources and equipment available to students and faculty in the respective program areas across campus. The second component is the technology which supports the faculty with additional media services and resources.

II.   Activities to Achieve the Objectives:

Program Media Services

Each program area is responsible for maintaining any media services or materials which may be required for its specific field of study. Program budgets are developed to include funds for maintaining industry-related and occupational-relevant periodicals, journals, reference books, instructional models, and CD, DVD, and video resources. Program Coordinators are responsible for planning, organizing, developing, acquiring, maintaining, and evaluating media materials and facilities which may be required for their respective program. Learning resource inventories for the program areas are maintained on the UA University computer network and are accessible to faculty, staff and students. Media materials and services are evaluated by the Board of Trustees during yearly program reviews to assure they meet the students' learning and research needs. Students have the opportunity to provide feedback on media materials and services through the end of course evaluations.

Instructional Media Services

The purpose of the instructional media services is to support the faculty and staff with timely, creative, and quality media services and resources. NOCTI maintains and improves media facilities and media materials production for faculty and staff through the curriculum development process. All instructors can access the intranet to get their lesson plans, power point slides and other available media. Additionally, the International Union maintains a catalog of learning resources available for faculty and staff. They also provide staff development opportunities in the area of curriculum development and new learning resources.

To meet the needs of the school, the IT vendor seeks to fulfill the related goals listed below:
•   To maintain materials and systems to enable their timely use for teaching, thereby offering
faculty a variety of options for enhancing and delivering instruction and communications
•   To encourage and participate in the use of all media systems to enhance the UA Local 290 Apprentice and Journeyman Institute's role as an educational resource in the com-

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munity
• To incorporate new technology into classrooms and labs.

CURRENT AND RELEVANT EDUCATIONAL MATERIALS

Program Educational Materials

Program areas maintain any program related educational materials required within the program area. Instructors can make a request to an Program Coordinator of a specific program to purchase reference books, video tapes, software, journals, etc. that reflect their occupational emphasis. The Program Coordinator of a specific program, in conjunction with an Instructor, main- tain current reference books, video tapes, software, journals, etc. that reflect their occupational emphasis. An inventory by program and location is maintained on the Local 290 Apprentice and Journeyman Training Institute's computer network that all of the campus can access. Program
Coordinators work with Instructors to update their respective program inventories so that the program educational materials are kept current and accessible to faculty and students alike.

III. Roles & Responsibilities:

RESPONSIBILITY OF IMPLEMENTATION & COORDINATION

The Director is responsible for the implementation and coordination of the media services to support faculty and staff. The Director supervises instructional design staff and is responsible for development and implementation of instructional materials and strategies including planning and developing effective instructional design strategies, managing the development of competency- based instructional materials and serving as a faculty resource in the instructional design pro- cess. The Director also oversees the IT vendor and works closely with the vendor to ensure that all equipment is in good working order and repaired and replaced as required.

ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

The day to day maintenance of the Curriculum Resource Center is assigned to the Program Coordinators to handle their respective disciplines.

The specific duties of the coordinators include:

Maintenance of the holdings on at least a quarterly basis to include: weeding of dated materials; indexing new holdings and notifying faculty, staff and students of updates.
Notifying the IT vendor of any problems with computer or video equipment.
Notifying the webmaster of any changes in the holdings list.

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ORIENTATION FOR USER GROUPS

Media services orientation is provided to all new students by their program coordinator. Staff members receive an orientation by the Director.

Orientation activities include: showing the location of holdings; showing where the acquisition list is located on the website; and providing a demonstration of online resources that are available for reference.

The Director may contract with the outside technology vendor to provide demonstrations on the use of media services for instruction.

FACILITIES

In the program areas, the Program Coordinators are responsible for planning, organizing, developing and maintaining their respective areas. Faculty and staff may avail themselves to work areas, computers, copiers and peripheral equipment.

TECHNICAL INFRASTRUCTURE

Technical infrastructure is addressed on a daily basis. Staff members respond to technical support requests as they are received. If onsite staff are unable to provide the support needed, a request is put in to the offsite network administrator. The Network Administrator is available 24/7 for any emergencies that arise. The existing staff computers are backed up by an off-site server. Faculty, students and staff can access the network through passwords. Internet access is also available. Printers and copiers are available in the staff offices and through a wireless network. The current infrastructure allows for us to add up to 100 additional devices without any modifications to the network or server.

FINANCIAL EXPENSES

Program Financial Expenses
Program financial expenses are developed annually by the Director of Training for JATC review and approve. Portions of the program financial expenses are used to purchase items required to support media services for the program. Equipment requests forwarded to the Director of Training. A line item is available for the purchase of equipment such as computers and projectors. Program financial expenses are expected to remain at a constant level over the next two fiscal years. All requests for media services go through the Facilities, Procurement, and Inventory Manager to obtain quotes and submit requests to the Director of Training or the JATC based upon total cost. Please see the Purchasing Policy for details on Procurement.

Instructional Expenses
Monies are provided for the purchase of large instructional equipment items such as welding machines. These equipment requests also go through the Director and are submitted to the

JATC for approval. The annual equipment expenses are anticipated to remain at approximately the same level for the next two fiscal years. There is a contract with a vendor for maintenance, repair and replacement of computer equipment that will continue to be in force for the next two fiscal cycles.

Emergency Repairs and Replacements

When a piece of equipment needs to be repaired or replaced, faculty members shall notify one of the Program Coordinators and then they will forward the request to the Director. The Director will then notify the co-chairs. For purchases of new equipment over $5000, the co-chairs can give immediate authorization. In the case of larger repairs or replacements, the co-chairs can get approval from the board through telephone or email. Bids are required for large purchases. In a case where instruction will be impeded, Instructors can borrow equipment from one of the signatory contractors until the new equipment arrives, with the Director's approval.

IV.   Guidelines for Evaluation:

Program Evaluation

Program area media services and materials are evaluated by occupational advisory committees during program reviews to assure they meet the students' learning and research needs. Students have the opportunity to provide feedback on these services and materials through the end of course evaluations. Instructors are responsible for reviewing the evaluations of their respective programs and continuously improving the services provided.

Instructional Evaluation

The Director will continually evaluate the effectiveness of its media services based on feedback from faculty and staff as well as data on curriculum projects. Faculty and staff provide feedback through annual surveys and minutes from the committee meetings with the Director of Training. Faculty and staff have frequent opportunities to provide informal feedback. Goals and priorities will be established to accomplish planned improvement efforts. Based on the most recent feed-back and data, the AJTI has begun several initiatives for the upcoming year which include:

• 	Providing additional professional development opportunities for faculty on instructional design and learning theories
• 	Promote the use of information resources

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UA Local 290 College of Mechanical Systems and Technology
November 13, 2023

Evaluation:

The JATC met and reviewed the media services provided to students in every training center as well as the accessibility of content, technology, and media.

The Main Campus and every Instructional Service Center contained the following:
1. Dedicated Classroom for Students
2. Access to WIFI
3. Web accessible and Bluetooth enabled Television set
4. Daily monitoring and access to technical support
5. Instructor Resource Room
6. Access to computers for AutoCAD
7. Secure access to buildings
8. Direct connection to Microsoft Teams for content distribution and educational resources
9. Centralized location for curriculum
10. A Weld and Solder/Braze lab
11. A consumable media storage space
12. Specified receptacles for waste, recycling, and hazardous materials.
13. Dedicated areas for apprentices to do hands on activities such as build, demo, and layout.
14. Proper equipment such as weld machines, brazing and soldering torches, PPE, thread machines, compressors, control systems and saws.
15. Inventory of materials that support the hands-on activities designed by Instructors.

The Main Campus
1. A locked Book Cage containing all the purchased books from the UA International Training Fund that are distributed to all students.
2. A locked Book Cage containing all the iPads that are purchased for students to conduct classroom instruction that are distributed to all students.
3. Centralized inventory of media for welding, soldering, brazing, builds, layout, and other media that can be distributed to other ISC's upon request.
4. Centralized access to all content for all training centers for all students.

Determination:

The Institutional Advisory Committee determined that each training center and instructional service center has the adequate resources and media available to all apprentices and instructors to deliver classroom instruction and properly execute the curriculum. Other than replacing specific machines that will be coming up on their End of Service date, there are no

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immediate changes that need to be made to the Media Services Plan or the delivery of media services.

Next Review Scheduled:

November 18th, 2024.

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