

## **New Community Career & Technical Institute Media Services Plan**

### The Scope and Availability of Services

The extent of the learning resources services at New Community Career & Technical Institute (NCCTI) is to provide students with current, comprehensive information related to the area of study. Our learning resources are accessible to students and support the overall goal of providing an effective educational environment. We recognize students learn in a variety of ways, therefore, the school's learning resources are a valuable tool supporting their education.

Students enrolled in our programs have access to the school's learning resources Monday through Friday from 8 a.m. to 5 p.m. Learning resources for Automotive Technician students, Building Trades students and staff are available at the training facility, 210 West Bigelow Street, Newark, NJ. Culinary Arts Specialist, Clinical Medical Assistant and Patient Care Technician students and faculty can access learning resources at our main campus, 274 South Orange Avenue, Newark, NJ. The facilities are accessible to all users and conform to the current ADA requirements.

Print and non-print materials include:

- reference books
- text books
- industry specific periodicals
- DVDs
- CDs
- Internet access
- audio-visual equipment
- computers
- printers
- dry erase boards
- desks
- chairs

### Current and Relevant Educational Materials

NCCTI provides a relevant display of educational resources to support each occupational program. Materials are current and available to use by both instructors and students. Learning resources for instructors and students have a direct relationship to the occupational subject area. Materials are practical, have value and are applicable to the industry.

Learning resources are reviewed annually by NCCTI media services committee and program advisory committees to ensure current materials are available and in use. Materials determined to be outdated are taken out of circulation. Non-occupational print materials are available to support our student population as well.

### The Staff Person Responsible for the Implementation and Coordination of Media Services

The staff person responsible for the implementation of media services plan is the Chief Administrative Officer/Director at NCCTI. Program instructors, NCC's Information Technology Department, and Finance Department liaison also play vital roles in overseeing and administering the media services plan. The Director also has the responsibility of reviewing and revising the plan under the guidance of NCCTI media services advisory committee and program advisory committees, which includes:

- Director
- Program instructors
- NCC's Chief Financial Officer
- NCC's Information Technology Department representative

### User Orientation

The instructor, during orientation, is responsible for sharing the inventory of media services that are available, hours media services can be accessed, and advise students of the school's Internet and Technology Usage Policy. The instructor is also responsible for ensuring students agree to terms outlined in the school's Acceptable Use Policy.

Instructors receive training from NCC's Information Technology Department when required. Media services orientation is designed to teach new users, instructors, and students how to obtain assistance and access materials.

### Facilities

Learning resources are available at our main campus, located at 274 South Orange Avenue, Newark, NJ and our extension campus, located at 210 West Bigelow Street, Newark, NJ. Updated periodicals, magazines, and books are available for both students and instructors. An additional resource at the main campus is a computer lab. The computer lab has 15 computers all with internet access and updated Windows applications.

We have similar accommodations at our extension campus, 210 West Bigelow Street. The Training Center has a room that includes automotive and building trades periodicals, books, and articles. Students are able to complete their Ford Maintenance and Light Repair web based curriculum at the computer lab located on site.

Media services facilities have allocated space, equipment, and furnishings to accommodate a wide range of activities appropriate to support students and faculty in meeting the objectives of the instructional programs.

### Annual Budget

Support for media resources is made available during the annual budget planning meeting with our Finance Department. The budgetary plan demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the training of all students enrolled. Financial support provides for purchasing resources and equipment in accordance with the media services plan:

- Financial support provides for renting and leasing materials and equipment, as needed
- Financial support provides for repairs and regularly scheduled inspections of resource materials and equipment
- Financial support ensures that resource materials and equipment are updated

However, instructors may request learning resources if or when an immediate need is warranted. The Chief Administrative Officer makes a formal request to the Chief Financial Officer, who then makes the final determination for emergency purchases.

### NCCTI Emergency Purchases Process

For emergency purchases, the instructor submits a request to the Director. The Director documents the nature of the emergency and submits a check requisition to NCC's CFO. The CFO notifies the Director within 24 hours if the budget supports the amount requested. If so, the process continues through NCC's procurement procedures. If there are not enough funds available, the CFO contacts NCC's Chief Executive Officer, who then determines whether the item can be purchased. A final determination is made within two business days.

*Repair, maintenance and replacement of learning resources* is taken under consideration during the annual budget process. If a piece of equipment requires repair, a request is made by the instructor to the Director who then follows NCC's procurement process. NCC's Finance Department tracks maintenance agreements payment points, ensuring invoices are paid on time.

### Evaluation of Media Services

The effectiveness of learning resources is measured by using student and faculty evaluations. The Chief Administrative Officer assumes the responsibility of ensuring evaluations are reviewed and improvements made, if necessary. NCCTI media services assessment committee and program advisory committees are provided results of student and faculty evaluations to help determine educational needs for future training classes. Materials must reflect current and developing industry standards and practices. Results of evaluations are used to improve the effectiveness of media services.

### Media Services Plan Guiding Principals

- An advisory committee is involved in assessing and developing learning resources and media services

- The evaluation on learning resources needs is based on the operational, strategic and budgetary priorities
- Learning resources materials and equipment is based upon the goals and content of the existing curriculum
- Learning resources must reflect current and industry standards and practices
- Print, nonprint, and electronic resources and equipment are compatible and current
- Annual evaluation of student and faculty needs are assessed; results of evaluation are used to improve the effectiveness of media services