## Pike County Career Technology Center



**Adult Education**

**Plan: Media Resources**

**Objective:**

To ensure the school has adequate learning resources to support the student’s educational goals.

**Evaluated:**

Annually by student and staff evaluations. The data is compiled and evaluated by school staff and administration for continuous improvement.

**Timeline:**

Annually

**Scope and Availability of Services:**

A large computer lab is located in the main building of the Pike CTC. The large computer lab contains several computers that evening students can access. The Adult Education Center contains a smaller computer lab with 6 computers and an additional 6 in the main learning area.

Online resources are available to instructors and students.

Programs utilize print resources from well-established and reputable publishers.

Each classroom is equipped with an overhead projector or Smartboard for displaying DVDs & presentations.

Adult Ed Center Computer Lab: Monday – Friday 8m-3pm

Main Computer Lab Monday – Thursday 3pm-10pm

**Educational Materials:**

A variety of current and relevant educational materials are available to instructors and students such as printed materials (books and manuals), audio-visual material and equipment, computers, and Internet access.

The educational materials are made available to support the school’s missions and educational programs.

**Staff Person Responsible:**

The Director has the overall responsibility for the implementation and coordination of educational media services.

Instructors are responsible for student orientation and use of learning resources. Instructors and advisory committee members are encouraged to make recommendations to administration regarding resources. The Technology Coordinator is responsible for the maintenance and replacement of technology.

**Roles and Responsibilities of Designated Staff Members:**

Instructors are responsible for student orientation and use of learning resources. Instructors and advisory committee members are encouraged to make recommendations to administration regarding resources. The Technology Coordinator is responsible for the maintenance and replacement of technology. The Technology coordinator also provides technical support and training.

**Orientation for User Groups:**

Administrators provide orientation to the learning resources to new instructors or staff. Instructors provide orientation to the learning resources to students. Orientation includes a review of available media resources, accessing the computers, and accessing the internet.

**Facilities and Technical Infrastructure Essential for Using Media Materials:**

The main building computer lab, classroom media resources, and Adult Ed Center computer lab are well-maintained and available to students. Technical infrastructure is sufficient in terms of meeting the needs of multiple users and capabilities. A Technology Coordinator oversees the technical infrastructure and is responsible for maintaining the system to ensure that technology is conducive to supporting the student’s educational goals.

**Annual Budgetary Support:**

The budget is determined by the Director, Technology Coordinator, Superintendent, and Treasurer for media and learning resources. Requests for purchasing are made through the school’s established purchasing process. Determination of approval is made by considering several factors including price, implementation, technical infrastructure, training requirements, upkeep of system, longevity of use, student and staff evaluations, and impact on student learning.

**Evaluation of Effectiveness:**

The Media Services Plan is evaluated by students and staff. Results are compiled and analyzed by staff and administrators as part of Strategic Planning. Based upon the results, initiatives and strategies are put into place to improve media services.