



Learning Resources & Media Services Plan Procurement & Evaluation

The Scope and Availability of Services

The extent of the Learning Resource Services at Northwest Louisiana Technical Community College is to provide students with current, comprehensive information related to the area of training. The accessibility provides students with opportunities that intensify the quality of instruction and support the overall mission of the college. Individuals learn in a variety of ways; therefore, a multi-media approach is effective in providing learning experiences for students.

Educational Resource Material and Purpose

Northwest Louisiana Technical Community College provides a collection of relevant educational resources to support each instructional department. The educational resource materials are current and available for use by the students and faculty. These resources provide support to each instructional program in the classroom and laboratory environment. These materials include periodicals; business, professional and technical reference manuals; audiovisuals; cassettes; and instructional DVDs/CDs. Computers and program related software are also available. Internet access is available throughout the college.

The purpose of the Media Service Plan is outlined as follows:

1. To provide and organize materials and resources for the instructional programs.
2. To provide adequate physical facilities for media services.
3. To provide adequate access for both students and faculty to media services.

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4. To provide a method of maximum circulation throughout the campus and college.
5. To provide, as needed, in-service training for faculty using media services.

Staff Person Responsible for Implementation and Coordination

The professional staff person responsible for the implementation and coordination of the Media Services Plan is the Dean of each campus.

Dean

1. Review and approve relevant purchase requisitions as funding permits.
2. Provide funding, within budgetary limitations, for media resources.
3. Designate individual responsible for updating and maintaining inventory listing.

Purchasing Agent

Bossier Parish Community College (BPCC) purchasing staff reviews and purchases supplies and equipment based on the Dean's approval for items requiring bid procedures.

Instructor

1. Request and maintain equipment and supplies required for each department Learning Resource Center.
2. Supervise and administer departmental resource centers.
3. Review professional literature, trade journals, and other information provided by various companies to determine new items available.
4. Make industrial visits; attend conference/workshop exhibits and presentations.

Media Resource Designee

1. Maintain listing of learning resources available at each college campus.
2. Provide listing to individual instructors and administrative office.
3. Request periodic updates from individual instructors on additions and deletions in learning resources available in each department.
4. Provide addendum to Learning Resource Inventory listings as needed.

Orientation for User Groups

The availability and use of media resources is discussed with students during campus and departmental orientations. They are also oriented to media and equipment on

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an as-needed basis. Instructors may request orientation to new media and equipment from vendors or other faculty members who may be more knowledgeable of specific media resources. Students are advised not to use new or unfamiliar equipment or supplies without seeking assistance from their instructor.

Facilities Essential for Using Media Materials

Learning Resource Centers are located throughout the campus and are managed by individual instructors. The necessary equipment to support learning resources is made available to users in the centers. In addition, internet access is available to enhance student learning and research activities.

Budgetary Support

Provisions for the support of media resources are made in the annual budget. Instructors may request media resources as needed. The State's purchasing guidelines must be followed when ordering equipment and supplies. The Dean approves all media resources and equipment purchases. In addition to state funding, the school receives federal dollars (Carl Perkins) annually for use in enhancing the learning experience.

Evaluation

The effectiveness of media resources is measured using instructors' and students' evaluations, in addition to student exit forms and student evaluation of instruction. The occupational advisory committees review the learning resources and suggest purchases when necessary.

Northwest Louisiana Technical Community College uses a multi-learning approach in providing its educational services. Its long-range goals encompass the acquisition and installation of appropriate equipment and resources to meet the ever-changing needs. As a result of this, instructors remain diligent in researching the educational process in order to provide the equipment and materials necessary to support the objectives of the course content. Instructors and occupational advisory committee members evaluate technological updates, industry trends, and employer training needs in order to maintain an exemplary instructional, skill-based educational opportunity for all students of Northwest Louisiana Technical Community College.

The information collected from the evaluations will be reviewed by the instructor and/or campus dean for instructor evaluation purposes, for budget consideration and for overall program evaluation from all involved parties.

Media Services Plan and Procedures

Dean

1. Review and approve relevant requisitions as funding permits
 - a. Provide adequate funding, within budgetary limitations, for media resources.
 - b. Check for any priority requirements.
 - c. Assign accounting staff to keep instructors aware of subscription notices and to request requisitions as notices are received.
 - d. Assign accounting staff to coordinate purchasing and finalize receiving through a collaborative process with Bossier Parish Community College, when warranted.
 - e. Review all requisitions for books, equipment, and material related to resources media.
2. Designate individual responsible for updating and maintaining inventory listing.
 - a. Assign professional staff person as designee.
 - b. Instructors prepare their learning resources inventory lists and make available to the designee.
 - c. Remind instructors to keep learning resources inventory lists in department updated.

Purchasing Agent: Bossier Parish Community College

1. As needed, Bossier Parish Community College purchasing staff will provide purchasing guidance.
2. When warranted, Bossier Parish Community College purchasing staff will purchase needed supplies and equipment for NLTCC.

Instructor

1. Request and maintain equipment and supplies required for the Media Resource Center.
 - a. Keep all resource media equipment in working order.
 - b. Request complimentary copies of books to add to the departmental media resource centers.

- c. Keep appropriate professional journals and magazines on hand, requesting additional titles when needed.
 - d. Make notations of additions to department learning resources on instructor's inventory copy for updating of inventory list.
 2. Supervise and administer departmental resource center.
 - a. Utilize sign in sheets in order to track the use of media resources.
 - b. Keep resource area neat, clean and orderly.
 3. Review professional literature, trade journals, and literature provided by various companies to determine new items available.
 - a. Order relevant professional magazines.
 - b. Order literature relevant to material taught within the department that might offer additional assistance to students.
 - c. File requisition for magazine orders to purchasing designee.
 4. Make industrial visits; attend conference/workshop exhibits and presentations.
 - a. Make at least two industrial visits per year, speaking with employers to determine new publications and/or equipment in use in industry.
 - b. Inquire of industry changes from sales personnel.
 - c. View exhibits at conferences and workshops where provided.
 - d. Request complimentary copies of new publications.
 5. Request information on media resources from the occupational or media services advisory committee members in meetings.
 - a. Discuss media resources with occupational or media services advisory committee members.
 - b. Discuss industry changes with occupational or media services advisory committee members.

Media Resource Designee

1. Maintain a listing of Learning Resources Inventory available at each campus.
2. Provide listing to individual instructors and administrative office.
 - a. Prepare a list of learning resources used at each campus.
 - b. Provide learning resources list to instructors.

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3. Request periodic updates from instructors on additions and/or deletions in resources available in department.
 - a. Procure updates from instructors on additions and/or deletions in resources available in department.
 - b. Update binders/booklets of additions/deletions.
4. Provide addendum to Learning Resources List as needed.
 - a. Gather previous inventory lists and make revisions as necessary.
 - b. Print addendum to distribute as needed.
5. Re-issue and print a complete list of learning resources as needed.

Evaluation of Media Services

Media Services in NWLTC are evaluated for effectiveness each year by faculty, students, and occupational advisory committee members or media services advisory committee members. Revisions are made as necessary.

The tools utilized for evaluating media services may include the following:

- Media Service/Equipment Checkout Form
- Strategic Planning, Finance and Grant Planning Survey (feedback from all employees)
- Student feedback surveys (graduates, course evaluations, etc)

These tools aid in:

- Requesting new resources
- Disposing of outdated, unused, and damaged equipment and materials
- Bringing long-term plans and needs to the attention of administrative personnel.
- Documenting and determining utilization of materials
- Tracking location of borrowed materials.
- Requesting additional materials as needed.
- Monitoring student satisfaction with media resources.