



HEALTHCARE
CAREER COLLEGE

MEDIA SERVICES PLAN

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Introduction

This *Media Services Plan* describes campus resources available to support instruction in lecture, laboratory, clinical, and work-based activities. Resources are available to faculty and students in both face-to-face and online classes.

Scope and Availability of Services

All classrooms are equipped with audiovisual equipment adequate to serve instructional needs. Additionally, the campus has study areas where students can access online materials relevant to their coursework. In general, students will find ancillary and required resources for their coursework online. However, the College also maintains a small inventory of print resources accessible to the student on campus.

Facilities and Equipment

Facilities include: two computer labs with internet access and two student break rooms that may be used for group or individual study. Media equipment include audio-visual equipment, projectors, smart boards, individual computers and work stations, copiers and fax machines. Faculty and staff offices are provided with desktop computers, scanners, and printers available for their use at any time.

Print Media Resources

Books and other printed reference material related to each program are stored in the classrooms and available to students for review. In case books are stored in a locked cabinet, students may request their Instructor for access to these materials

Online Media Resources

Instructors upload ancillary resources related to the course on their Canvas LMS. Additionally, all student textbooks come with online resources including videos, medical terminology review, and practice quizzes. The School also subscribes to MedCom, which is an online library of instructional videos including anatomy and physiology, nursing and medical assistant skills.

Availability

The student break rooms are open to the students from Mondays to Fridays from 8am to 10 pm and Saturdays from 8am to 12pm. The computer labs are available for student use from 1:30-5:00pm, Monday to Thursday, and from 8:00am-6:00pm on Fridays. Instructions for access to online reference materials are posted in the student computer labs and described to students during orientation. Computer lab hours are posted outside the classrooms.

Educational Materials Supporting the Educational Programs

Each program maintains a current inventory list of all its instructional media resources and equipment, which is maintained by the Dean. The master list is updated annually for additional media resources or educational materials or equipment that may have to be replaced or deemed obsolete.

Each Instructor has access to audiovisual equipment with an attached computer to be used for presenting educational material. Each Instructor has a key for the supply cabinet related to their programs. Instructor may request the Business Officer for access to additional storage in case additional supplies and equipment are needed for instruction.

The students, faculty, and staff are provided access to a wide variety of web-based textbook and work book publishers as well as reference book resources from the College's or on their personal devices through the Internet. These resources are available to students at all times. Students and faculty may contact the Dean, the College's LMS/IT Coordinator, or the Publisher's On-line Tech Support at any time if they experience difficulties with their on-line educational resources.

Coordination of Media Services, Roles, and Responsibilities

The *Media Services Plan* is updated annually by the Dean based on feedback from the students, faculty and staff. The Dean ensures that the plan meets the needs of HCC students, faculty and staff. The Media Services Plan is available on the website at <http://www.healthcarecareercollege.edu/required-federal-disclosures>, and a hard copy may be obtained at the front desk. A notification regarding the availability of the Media Services Plan is sent by email to students, faculty and staff on October 1st of each year.

Orientation For Users of Media Resources

All members of the Faculty and College Staff are provided orientation and training on media services as part of the on-Boarding process by the Dean and the College LMS/IT Coordinator. This training includes use of the computers, Canvas LMS, Student and Instructor Portals, Diamond SIS , classroom audio-visual equipment and the publisher's On-line resources. The Faculty and staff receive continuing education in the form of weekly in-service sessions during the weekly faculty and staff meetings as new technology is added or may be scheduled as requested by the staff or LMS/IT Coordinator and overseen and coordinated by the Dean.

The Dean initially covers the media services during the students' orientation before they begin their respective programs. This is followed up by a general orientation given by the instructors when the students begin the program and every time an educational resource or equipment is implemented during the course of the students' instruction.

Safety instructions are provided to all students at the beginning of the program on how to handle equipment safely so that all students may benefit from the usage of the equipment in a safe environment.

Facilities and Technical Infrastructure

At Healthcare Career College, all program specific educational materials and equipment are placed in allocated areas.

Healthcare Career College's technology infrastructure is maintained by a certified IT Administrator. Provisions are made for secure access to technology infrastructure. Students and faculty are instructed to keep their login ID and password private.

Annual Budgetary Support of Media Services

Media Services are reviewed annually by the College. Instructors requesting repairs or purchases of media supplies or equipment should forward a written request to the Dean. This written request should specify the supplies or equipment required. After validating the need to purchase the requested equipment and budget availability, the Dean either approves or disapproves the request. The Campus Director must approve purchases in excess of \$5,000. After purchase, the requested equipment is checked for functionality and is handed over to the respective Instructor for use in the classroom.

If the instructor has immediate need for material, the instructor should inform the Dean. If supplies or equipment are needed on an emergency basis to support continuous instruction, action is taken to fulfill the request immediately.

Annual Evaluation of the Effectiveness and Utilization of the Results to Improve Media Services

The media services plan is evaluated on an annual basis by faculty and staff, and updated accordingly by the Dean. Faculty have the opportunity to give feedback regarding the adequacy of media and learning resources during weekly faculty meetings.

Input on the adequacy of HCC Media and Learning Resources is also collected from the student body annually. The Annual Student Survey asks students whether instructional supplies and equipment are adequate for their program.

The Program Advisory Committee, including the faculty, reviews instructional equipment available at least twice per year. The Program Advisory Committees are asked to provide feedback on whether current instructional equipment for that program is relevant and up-to-date according to current industry standards.

Inventory of Media Resources

Each program offered at HCC has its own requirements for instructional supplies, including lab supplies; physical resources, including audiovisual presentation equipment, lab space, and computer hardware; technology, including access to online resources and updated computer systems to work with; and fiscal resources, including adequate budgetary provisions to support the repair, maintenance, acquisitions and upgrades of media services. Through feedback from students, faculty, staff and the Advisory Committees, the Dean consults with the Business Office regarding the fiscal resources available for any needed purchases of media, supplies, equipment, changes in the physical resources, or upgrades in the technical infrastructure.

An inventory list of all instructional equipment and media services is maintained by each program at Healthcare Career College.

Repair, Maintenance, Replacement, and Disposing of Obsolete Equipment

Instructors have the responsibility to supervise their lab and students to make sure that lab equipment and supplies are properly used and maintained. All new students receive a lab orientation upon starting the program.

All Program Instructors have the contact information for the vendors related to the equipment for their programs. Instructors may contact the vendors directly for routine repairs and maintenance. Should replacement or disposal of equipment be required, the Instructor should contact the Dean. The Dean will ensure that provisions are made for necessary repair, maintenance and replacement of media equipment and supplies in a timely manner so that instruction can be seamlessly and continuously delivered. Financial provisions are made such that media equipment can be repaired, maintained, or replaced without disruption to instruction.