ABC
ADULT SCHOOL
Learning for Success

Council on Occupational Education

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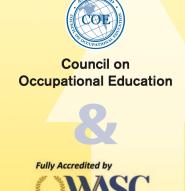
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Western Association of Schools and Colleges

ABC Adult School

CUESTA MAIN CAMPUS
12254 Cuesta Drive, Cerritos, CA 90703

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20122 Cabrillo Lane, Cerritos, CA 90703

Media Services Plan

<u>Introduction</u>

ABC Adult School Media Services Plan was written in conjunction with the district technology plan. Access to reliable and relevant media services is very important to the success of our students. All technical infrastructure runs through the district office and is managed on a large scale by the district office.

ABC Adult School's media resources are available to students in the CTEC Study Hall available every afternoon Monday - Friday, computer classrooms/labs, and the Career Center. Faculty have access to print, access media resources and services through Student Resource Centers, computer labs, Financial Aid/Career Center office, ABCUSD Communications Center, and the teacher workroom. Media services are available to ensure the achievement of desired learning and program objectives at ABC Adult School. The purpose of this plan is to ensure that instructional resources and supplies are available to support the instructional programs offered by the institution.

<u>Scope and Availability</u>

Media services are typically available during the time school is open.

Monday 8:00 am - 4:40 pm
Tuesday - Thursday 8:00 am - 9:00 pm
Friday 8:00 am - 4:00 pm

CTE department faculty supply and maintain current and relevant media resources in course classrooms. Hours are listed on course syllabi. Resources include the following depending on program needs:

- Audio-visual materials and equipment
- Equipment and applications currently in use in industry
- Manuals of a business, professional, technical, and industrial nature
- Internet access
- Periodicals
- Reference books
- Study guides

Instructional Technology

The district Professional Development Team provides professional development as well as assistance to faculty in the design of curriculum, learning activities, and assessments.   The district Technology Department also provides services for faculty and staff from 7:30 a.m. to 5:30 p.m. Monday-Friday.

Most media services are electronically delivered. Some teachers opt to place links to documents on their Canvas website which makes these services available to students with internet access outside of the school day. The Adult School also has computer access available in the Career Center and students may use these to access media services. The Career Center is open 8 am to 4:00 pm Monday - Friday.

Educational Materials

ABC Adult School has high speed internet available in all classrooms and laboratories. Wireless access is also widely available on both campuses. The wireless network is divided into a business/employee network with a secure password and also a student/guest network also with a password that students may obtain from their instructors. Teachers are encouraged to share links to various professional websites and periodicals and materials with their students. Each classroom also has at least two large video monitors, a teacher computer station, and some have student computers and laser printers. Teachers also have limited access to laptop computers available for instruction and each instructor is issued a personal laptop or iPad. The workroom also has a photocopier and binding materials to create teacher created materials.

Medical classes have books and periodicals appropriate to their subject areas available during class times in each of the classrooms or labs. These are available to students when the teacher is present during scheduled class time.

Canvas

The program Canvas is used for class management. Each teacher embeds links to various media sources. This program is available to students twenty-four-seven.

Roles and Responsibilities

The Assistant Principal is responsible for the implementation and coordination of media services. Additionally, the CTE department chair and TOSA advise the Assistant Principal on best instructional practices within their program. The Assistant Principal advises and assists faculty in the selection and/or creation of instructional material and assessments in meeting the objectives of the programs/courses.

Faculty are responsible for monitoring the use of computers and media resources in the classroom and for purchasing and maintaining reference and media resources. Faculty follow the district purchasing policy when purchasing and replacing equipment, materials, and supplies; and they are responsible for notifying the school Technology Department when repair or maintenance of equipment is needed using the work-order system.

Faculty are the developers of curriculum and, as such, are responsible for the development and maintenance of curriculum and learning resources for all programs/courses. Faculty ensure curriculum and learning resources are available to students when a course is initiated and ensure material is updated at a minimum of every three years. Faculty are responsible for compliance with institutional and industrial safety policies and for assisting with the inventory of materials and equipment used in classroom, computer labs, and labs.

The Network staff is responsible for Network access, computer assignments and installation and AV maintenance.
The Program Secretary is responsible for Books and Periodical orders, distribution and inventory

Orientation

- *New Staff Members* - Training on the use of media services is done by the Program Secretary.

- *New Faculty* - Training on use of media services is done by the Lead Instructor (TOSA).

- *Faculty On Going* - Training takes place as needed during regularly scheduled monthly inservice meeting times. The district also provides teacher inservice on various subjects.

- *Students* - Training is done by the instructors during instructional hours.

Facilities and Technical Infrastructure

The Network staff is in charge of maintaining and overseeing the technical infrastructure. This is done through direct repair by the Network Technicians. Contractors or service contracts are utilized when needed and obtained in accordance with the district office using their technology plan (see attached). Analysis of bandwidth needs and ordering of appropriate services is done through the district office. Work orders are generated for issues that can not be solved on site.

Budgetary Support

Money is set aside each year for repair of equipment, replacement of obsolete equipment, and purchase of new equipment. The district also provides budgetary support for infrastructure that affects the entire district (see chart on next page.) The leadership team meets regularly to evaluate the needs and determine priorities. Budgets are submitted annually to the district office for approval and funds are allocated to the 4000 section of the budget, 4340 for Software, and 4400 for equipment.

Evaluation of Media Services

Occupational Advisory Committees annually evaluate each program's learning materials and resources and make any recommendations for improvement. At the end of each course, students are asked to complete a course evaluation. The administrators and department chair and TOSA review the evaluations and discuss them with each faculty. This feedback is used to set goals, justify purchases, and ensure continuous improvement. The evaluations are also used in the annual program review to determine program and course effectiveness.

Current Inventory of Media Resources

The department chair provides inventory management procedures that assists faculty in keeping an accurate inventory of materials used in the classroom, or lab areas. A review of resources is conducted annually and maintained by the department chairs.

Program capital equipment is inventoried annually as required by the adult school administration.