

	<b>MEDIA SERVICES PLAN</b>		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	11/21/2022	11/21/2022	STANDARD 5 LEARNING RESOURCES

### MISSION AND SCOPE

Tennessee College of Applied Technology - Knoxville's mission for media services is that for instruction to be effective, media services must be available to faculty and students. Instructors must maintain current in their knowledge of changes occurring in their occupations so curriculum and instruction can be kept up to date. There is no centralized facility which houses media. Each program instructor is responsible for ordering and maintaining media and making the media readily available to students. An inventory of media resources is maintained by each instructor.

### TYPES OF MEDIA USED

A variety of media is used in the programs. These include, but are not limited to, textbooks, reference books, periodicals, manuals, DVD's, internet access, computers, and other audio-visual materials and equipment.

### STAFF MEMBER RESPONSIBLE FOR IMPLEMENTING THE MEDIA PLAN

The President is responsible for implementing and coordinating the media plan. The annual budget of the College supports the purchasing of media.

### ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

All administrators, instructors, and advisory members have roles in implementing the plan. Instructors research the need for media. Advice from advisory board members is taken into consideration. It is the responsibility of the instructor to complete a requisition form requesting media to be purchased. It is then submitted to the Business Office. The business office will work with IT for any software requisitions. All requests are prioritized and if funds are available, the media is purchased.

### ORIENTATION FOR USER GROUPS

If instruction for use of media is needed, it is provided by the vendor or other appropriate persons.

### FACILITIES ESSENTIAL FOR USING MEDIA MATERIALS

Media is housed in each program area and/ or a storage area. By housing the media in readily accessible locations, the instructors and students are able to meet the objectives of the program.

### ANNUAL BUDGETARY SUPPORT FOR THE SERVICES

Resources for purchasing and maintaining media is generated from the annual budget and special funding. Students are charged a Technology Access Fee (TAF) and these funds can only be used for Technology. Each program has an allotted budget to cover media expenses within their instructional supplies category.

### EVALUATION MEASURES

Evaluation of the effectiveness of Media Services is continuous. All administrators, instructors and advisory members have roles in implementing the plan. Programs that are accredited by various agencies require appropriate media to be provided for students and faculty.