Robert Morgan Educational Center

&

Technical College

MEDIA SERVICES PLAN

Mission Statement

The Robert Morgan Educational Center and Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

MEDIA SERVICES PLAN

The Media Department at Robert Moran Educational Center & Technical College provides an environment conducive to continual learning. RMEC & TC believes that quality learning resources and functional facilities are essential components for an effective education that prepares students for today's workplace. RMEC & TC along with its instructors ensures a variety of current and relevant educational materials are available for the students.

Scope and Availability

Scope

The scope of the Media Center consists of the following:

- Serves as a multipurpose resource center for teachers and students.
- Supports career technical education (CTE) programs in preparing students for success in the chosen fields of study.
- The Media Center provides access to academic materials to support all curricula offered.

Availability

Media resources are available to all students and members of the faculty. The Student Center serves as a central location for students and faculty to access online media resources and is open throughout the school year. The instructors also have physical and online resources available in their classrooms for student usage.

Resources are located throughout the institution for continuous access to the students.

Individual students, small groups, and scheduled classes can be accommodated in the Student Center Monday through Friday during the hours of 1:00 p.m. – 5:00 p.m. When teachers plan to come as a group prior scheduling is required to ensure availability. The Student Center also sponsors monthly seminars on topics that have been elected by students through a need assessment survey.

Methods of Program Delivery

To fulfil RMEC & TC's mission, learning resources are updated as often as possible and made available to all stakeholders.

The instructors are the first line of resources and have industry appropriate educational materials in their classrooms, such as audio-visual material and equipment; Internet access to sites with education and reference materials specific to the program offerings and other materials to help fulfill the institution's purposed and support its educational

programs. In addition, the High School Media Center (which is available to adult students after 3:00 p.m.) also contains a variety of current educational materials designed to meet current needs of the students, including but not limited to reference books, online access to periodicals and magazines. Student who may need additional assistance are encouraged to visit the Student Center to receive direct supports locating or using online materials as well.

Staff

The instructors are responsible for the ensuring their learning resources are updated and communicate that to the students. The high school Media Specialist is responsible for maintaining and making available all necessary media material, and for the implementation and coordination of all media services as it relates to the high school Media Center. The Student Center Coordinator is responsible for assisting the students and staff in the Student Center. A full-time Network Support Technician is available to assist the Media Specialist, the instructors, the students, and the Student Center Coordinator when necessary. An Administrator is assigned by the principal to oversee the Media Center in the evening.

Roles and Responsibilities

The roles and responsibilities of the Media Specialist, and the Network Support Technician are listed on the Miami-Dade County Public School Job Description.

Orientation

Orientation for the Media Center, resource center and Technology is provided for teachers and students during general Orientation and during program Orientation. In-service for faculty and staff on new procedures, materials and equipment is scheduled throughout the school year as needed.

Facilities and Technical Infrastructure:

1. The high school Media Center is located on the 2nd floor of the North Campus
2. E- Reference Library available 24 hours
3. Promethean Boards mounted in each classroom
4. Career Technical Program On-site reference materials
5. Internet access (wired and wireless) throughout the campus
6. Each Career Technical Program has its own resource area
7. Student Center is located on the South Campus in Room H311

Budget/Funding

The principal's office is responsible for providing a budget for the Media Center and learning resources from the school's discretionary funds. Funds are also available from the Educational Excellence School Advisory Council (EESAC).

District funds may be allocated into the discretionary fund for the use of the Media Center. Based on available funds, the Media Center's Specialist may propose concerns and assess the needs of the media center program.

Evaluation of Services

The media center strives to offer quality services and resources. To meet these goals, the EESAC Committee annually evaluates the services and resources and makes recommendations as needed.

A survey is used for evaluating the services and resources of the Media Center. The students as well as the instructors are encouraged to complete the questionnaire. The results of the survey are evaluated and shared by the Administration on an annual basis.

Based upon the results of the evaluations and the feedback received from staff during the faculty meetings, media sources are added or modified as appropriate to improve the quality of resources available.

Media Services

Media Services including but not limited to instructional supplies, physical resources (copiers, fax machines, laminators, etc.), technology, and fiscal resources are available in the main office of the South Campus.

Media Services for students are made available to ensure achievement of student learning and program objectives in a variety of ways such as classroom resources, Student Center access, and high school Media Center access.

Inventory of Media Resources

The high school Media Center contains a variety of current and relevant Educational Materials designed to meet current needs. The library houses approximately:

Print copies = 16,948

Non-Print Items = 3,319

Print circulations = 1,500

There is an extensive resource inventory which covers a full range of subjects applicable to Career Technical Education (CTE). A variety of trade periodicals and trade manuals of business, professional, technical and industrial nature, audiovisual materials and equipment, and other materials are available to support the CTE programs.

A current inventory of media resources is maintained by the Media Specialist. Accurate records are kept for the collection of print and non-print materials housed in the media center. Instructors also maintain their classroom media resources.

Repair, Maintenance and/or Replacement of Media Equipment and Supplies

For inventory and reporting purposes, the institution follows the guidelines stated in the M-DCPS Policy and Procedures Manual. Provisions have been established by M-DCPS Purchasing Policy for maintenance and replacement of supplies and equipment of the media center.

The annual inventory list:

- Reports only the materials and equipment organized and administered through the Media Center
- Does not report materials or equipment damaged beyond repair or which are obsolete and no longer usable.
- Materials are discarded before they are obsolete, damaged or no longer appropriate.
- Re-evaluation of the collection is important to keep it current and relevant to the changing needs of the curriculum. Teachers are encouraged to participate in this systematic process and to bring attention of any item they feel should be replaced or removed.
- All materials purchased for the collection must be evaluated according to the M-DCP School Board Rule 6Gx136A-12.

Services for creating instructional media

The Student and Media Center offer several valuable resources and services to aid faculty, administration, and students in pursuing their information needs including:

- Collaborative planning with faculty members
- Faculty in-services on topic requested by the instructional staff
- Professional resources including books, periodicals, and non-print items dealing with curriculum and professional issues
- Desktop and laptop computers with supporting software
- Scanners and graphic software for preparing presentations
- Laminators for preserving instructional material
- Digital cameras
- Video cameras
- Headsets to access multimedia resources
- Access to MDCPS Student Portal which hosts curriculum and online resources

Canvas – do we mention Canvas as a Learning Management System which connects to a multitude for resources for students and faculty through Canvas Commons?