

Michigan Career and Technical Institute

11611 W. Pine Lake Road Plainwell, MI 49080

Media Services Plan

Plan is reviewed annual by:

MCTI Management Team

Revised 10.13.23

MCTI Media Services Plan

Goal

To maintain current and relevant learning resources to support the students and staff of the Michigan Career and Technical Institute inclusive of all methods of program delivery. (Std 5A.01)

Objectives (Std 5A.02)

1. Ensure learning resources are inventoried per program annually.
2. Ensure learning resources are reviewed for relevancy per program annually.
3. Ensure State of Michigan department rules and regulations, as well as MCTI policy and Department of Technology, Management and Budget's (DTMB) procedures are followed in updating and/or disposing of equipment/materials for learning.

Activities

1. Staff will document an inventory of learning resources as appropriate to their program area for relevancy before budget build-up each year. This will include print and non-print instructional material. (Std 5A.03)
2. Budget-build up requests includes learning resource requests (print and non-print) due to reviewed inventory and business and industry input. Equipment is categorized separately and rated by priority within the program. (Std 5A.08)
3. Orientation is held, as appropriate, for new staff and during every registration for new students. Students are presented with information in regard to available media services/information technology as well as availability of those resources. Media Resources are described with detail in the Technology Plan/Acceptable Use Policy. Each program has an inventory list of media learning resources.
4. Universal design principles are applied to all learning resources with alignment to Accessibility Plan, Technology Plan, and accommodations as designated by the needs of the student, the MCTI Occupational Therapist or other Health Services or counseling staff. Essential facilities and technical infrastructure for use of media services are described in the Technology Plan. (Std 5A.07)

Personnel Responsible

1. The MCTI Director is responsible for MCTI programming and along with coordinating

with the managers working with trade programs, pre-vocational programs, and student services to ensure learning resources meet the methods and needs of program delivery. MCTI follows the policies and guidelines of DTMB, and State of Michigan for IT. MCTI also has a Technology Plan. MCTI employs a full-time IT technician who works with the MCTI student network as well as a liaison between the DTMB and MCTI administration to ensure MCTI is operational within the state system. (Std 5A.04)

2. MCTI's IT Technician reports to the Manager of Vocational Rehabilitation and works with the Manager of Career and Technical Education as well as the instructors, to ensure DTMB processes and procedures are followed in ordering and disposing of IT resources. The IT Technician is also responsible for maintenance and troubleshooting staff IT needs as well as educating and servicing the programs unique learning resource needs. They also coordinate with vendors, as program appropriate. The IT Technician is also the custodian of IT inventory of instructional staff and student computers. When the IT Technician is unable to assist staff with troubleshooting, he directs them to the DTMB Support Help Desk. (Std 5A.05 Section 2-5)
3. The MCTI IT Technician works to troubleshoot and support the student network ensuring quality IT and technology are available for student accessibility to learning resources accessed through the student network. Each program has instructional learning resources within the student network available to students.
4. User Orientation to learner resources begins with a Technology Acceptable Use Policy that must be signed at the beginning of each term. In each program, instructors are responsible for orientation to equipment/learning resources. Students are issued a password and sign a Technology Acceptable Use Policy. New staff are required to sign a Technology Acceptable Use Policy to gain access to the state network. Orientation takes place during the first two weeks covering learning resources applicable to their responsibilities. Each manager is responsible for having staff complete the orientation process within two weeks. (Std 5A.06)
5. Trade Instructional staff are responsible for working with business and industry for the most current and relevant information for learning resources/equipment as well as getting input from their Occupational Advisory Committees (OAC) partners, networking, and employer contacts.

Timeline for Review, Evaluation and Revision of Plan

1. The plan will be reviewed annually. Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services will be completed by the MCTI Management Team after inventoried and

reviewed documentation are completed by program staff and reviewed by appropriate managers. They will be aligned with DTMB inventory and budget build-up, where applicable. (Std 5A.09)

2. The technology budget will be reviewed by the Management Team to ensure coordination of annual technology needs and to ensure the process for emergency purchases and proper disposal procedures are in place for equipment and learning resources.
3. OAC will review program learning resources for each program area annually.
4. Staff have access to all plans on the shared network and can review and provide feedback at any time. Plans are reviewed by the facility as a whole once a year during Staff In-Service week. As plans are revised, management will send the draft via email to staff inquiring feedback by a set date before moving the plan out of draft status.
5. When the IT Technician is unable to assist staff with troubleshooting, he directs them to the DTMB Support Help Desk. After the issue is resolved, a Survey is sent to the staff member for evaluation of Customer Service and other feedback.
6. At the end of each term a student services survey is completed. This Student Support survey includes technology for each trade. The MCTI Management Team reviews the survey results at the end of each term.