



Adult Career Center

Lorain County JVS Adult Career Center Media Services Plan 2020

Scope

The Lorain County JVS Adult Career Center is committed to supporting the educational needs of students with access to the most current electronic materials and technology.

Availability of Services

Lorain County JVS Adult Career Center provides students and instructors with electronic resource materials to enhance program curricula. The Information Technology department (IT) is available to visit individual job training classrooms to instruct students and instructors on the available resources. IT hours can be flexed to support the evening classes as requested.

Outside of classroom hours, students have access to computers for classroom work by signing in at the Adult Career Center office where the Director or supervisor will open a computer lab for the students.

The list of resources available to students is available on the website and individual program instructors familiarize their students with the specific resources that support their programs.

Variety of Current & Relevant Educational Materials

All programs have program-specific educational materials in the classroom and/or lab. Print resources and audiovisual materials are housed in the individual program classrooms. In addition, Internet resources are accessible online from a home, classroom or mobile device.

Faculty may request additional educational materials by submitting a Requisition Form to the Adult Career Center for purchase throughout the school year.

Person Responsible for the Implementation and Coordination of the Media Services

The Adult Career Center Director and Director of Technology are responsible for the coordination of media services.

Roles and Responsibilities of Staff Members

Adult Career Center Director – coordinates media services, approves media resource purchases, oversees budgetary support for those purchases

Director of Technology – coordinates media and technology services for the District, provides technical infrastructure for media resources.

IT Support Technicians - provide classes/instructors assistance on software, hardware or other media/technology needs; service IT Helpdesk tickets; and provide password/login assistance.

Instructional Technology Coordinator - provides workshops and training to those classes/instructors that request assistance on specific software and hardware.

All requests for assistance may be directed through the IT Helpdesk and/or the Adult Education office, which will contact the appropriate resource to complete the request.

Program Instructors – implement media resources into their programs (as applicable), request training and submit IT Helpdesk tickets for students, request media resource purchases.

Orientation for User Groups

Instructors – instruction for Internet access and email is available in the Staff Handbook. Other technologies are presented at staff meetings throughout the year as needed.

Students – receive instruction to technology and Technology Use Agreements during Program Orientation on the first night of class and throughout the year as needed.

Others – Support staff receive specialized training on job-specific software at staff meetings throughout the year as needed.

Facilities and Technical Infrastructure Essential for Media Services

Each lab has a related classroom for academic content delivery and for access to multimedia. For the industrial programs, these rooms are constructed over the labs with windows so an instructor can work with students in the classroom, but still visually monitor the lab. The classrooms are equipped with interactive displays and the means to show video resources. The medical and cosmetology programs have rooms adjacent to their labs.

The IT department supports online learning and research, and individual labs are used by the Adult Career Center for Resume Workshops, Surveys, Loan Exit Counseling and other activities which require all students to be on computers. There is a specific generic log in for adult students, all of whom sign a technology user agreement as part of their orientation paperwork, so students can access the Internet as needed. There is also a guest networks for students who wish to use their own devices for non-educational communication.

Annual Budgetary Support

The purchase, replacement and/or repair of technology and media resources are appropriated between the Adult Career Center and the IT budget depending on whether it is a district level purchase or a classroom level expense. Budgetary support for classroom materials and media is provided in the Adult Career Center budget.

Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with the needs of the Adult Career Center and its stakeholders. The updated plans are shared with members of the Institutional Advisory Committee and with staff and students (as applicable) at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.