

Michigan Career and Technical Institute

11611 W. Pine Lake Road Plainwell, MI 49080

Media Service Plan

Plan is reviewed annual by:

MCTI Management Team

MCTI Institutional Advisory Committee

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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.

Objectives

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 before budget build-up each year.
2. Staff will document the learning resources (including technology) are reviewed, as appropriate for relevancy before budget-build up each year.
3. Budget-build up requests will include learning resource requests (including technology) because of reviewed inventory and business and industry input. Equipment is a separate category, rated by priority within the program.
4. Orientation is held, as appropriate, for new staff and every during registration for new students.
5. Universal design principles will be 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.

Personnel Responsible

1. The MCTI Director is responsible for MCTI programming and coordinates 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 has one DTMB Information

Analyst assigned full time to MCTI to work with MCTI administration to ensure that the facilities and technical infrastructure support the media services/learning resources. This Analyst also ensures MCTI IT is operational within the state system. MCTI employs a fulltime IT technician who works exclusively with the MCTI studentnetwork.

2. The DTMB Information Analyst reports to the Manager of Student Services and works with the Career and Technical Education Manager as well as the instructors, to ensure DTMB processes and procedures are followed in ordering and disposing of IT resources. The DTMB Information Analyst 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 DTMB Information Analyst works with instructors and has an IT inventory of instructional staff and student computers. They monitor the student and state networks.
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 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 use policy. New staff also must sign a technology use policy upon being hired and to enter the state network. Orientation takes place during the first several weeks covering learning resources applicable to their responsibilities. Each manager is responsible for having staff complete the orientation process within two weeks.
5. Trade staff is 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 at the end of each school year and the budget will be reviewed during the budget build-up process for the following fiscal year. Evaluation will be done after inventoried and reviewed documentation are completed by program staff and reviewed by appropriate managers and/or the Management Team for the budget buildup requests. They will be aligned with DTMB inventory and budget build-up, where applicable.

2. The technology budget will be reviewed by the DTMB Information Analyst and 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.

Reviewed: Dec 2020