CAREER TECHNICAL INSTITUTE
DISTANCE EDUCATION MEDIA SERVICE PLAN

Scope and Availability of Services

Career Technical Institute (CTI) makes available to all Distance Education (DE) students a myriad of media services inclusive of thousands of electronic reference materials crafted by hundreds of authors. The vehicle through which this is available is our E-Reference Library accessed through a secure web portal. The portal access is offered at no additional cost to our student body and is a fully searchable electronic reference library. The textbooks include topics relevant and supportive to our students.

Administration of Service

The Chief Academic Officer (CAO) is responsible for maintaining and ensuring ongoing access to all necessary media materials. As curriculum changes are implemented and new media is introduced, the CAO will ensure that all staff and students are made aware of its availability. The CAO has assigned the DE Instructors the responsibility of ensuring that all students have access to the library and regularly monitor its functionality. The effectiveness of the DE Online Media is reviewed by students, staff, instructors and management and discussed at the annual staff meeting. Based on the results of the student evaluations and the feedback received from staff and faculty during their annual meetings, distance education media resources will be added and/or modified as appropriate to improve the services provided to our students.

The review of the Online Library will include the following:

a. Monthly review of the E-Reference Online Library for new education material.
b. Annually, report on the status of the library and make recommendations and suggestions about replacing/adding or modifying the materials.
c. Ensure that the website is being maintained in the proper order.
d. Orient the DE students on the usages of the center.
e. Ensure there is a line item for DE Media Services and replacements in the budget.

It is the responsibility of the CAO to ensure all staff, instructors and students are familiar with the policies and procedures regarding the DE Online Library. This is reviewed at the Staff Development Day and at the Annual Meeting.

Annual Evaluation

Student evaluations, which are done quarterly, are used as an assessment tool to determine the efficiency of the E-Reference Library. Instructors and staff review the effectiveness of the E-Reference Library periodically and at the Annual Staff Meeting. Based upon the results of these evaluations, and the feedback received from staff and faculty during their annual meeting, media

resources are added or modified as appropriate to improve the quality of resources available to the students.

Budget Commitment

An appropriate allocation of financial resources are reserved for DE media services in each annual budget.

Inventory

The E-Reference inventory is annually reviewed and recommendations for deletions and/or additions are recommended.

Maintenance and Replacement of Equipment

The annual budget allows for purchase and repair of equipment as needed. The Executive Vice President of Online Operations is responsible for ensuring that the online website is maintained in working order. CTI's IT Administrator is responsible for consulting with Career Technical Services who maintains the E-Reference Library and/or CWPS, our IT support partner for difficulties with the server.

Services for Creating Instructional Materials

A. Computer Based Training Orientation - To ensure students effectively begin their training, on the first day of class, they are given an orientation to the online training system supported by the Moodle platform that they will be using for the majority of their educational experience at CTI. They are given companion manuals and additional courseware that will take them through all the necessary steps to navigate and use the system. This ensures this methodology is the best learning environment for them.

B. Interactive Educational Multimedia - Most of the courses at CTI include an interactive, media-based learning module. The media lessons are proficiency-based and include both pre and post-assessments that allow the students and instructors to assess the level to which they have mastered the topic. CTI also offers Xtended Learning, a web-based media software product that allows students to access many of their courses from any computer with Internet access.

Instructional Supplies

For the DE students, the DE instructors are responsible for ensuring that the students have the hardware and software necessary to complete their coursework. Prior to starting their program, students are required to test their systems following the instructions provided by their instructor.