

TCAT UPPER CUMBERLAND MEDIA SERVICES PLAN

OVERVIEW OF SCOPE OF SERVICES AND MATERIALS

Each of the programs at the Tennessee College of Applied Technology Upper Cumberland operates as an independent entity with its own resource or media center located within the program area facility. The instructor is responsible for the selection of media for their program. Their role in the overall media services program is to determine what is needed for their program, gain approval and in turn purchase the items.

Program areas are provided, as needed, required, and/or requested, a variety of equipment (i.e. television sets, DVD players, computers, projectors, smartboards, etc.) and materials (i.e. reference books, resource materials, DVD's, software, etc.) which are used as instructional aids in the classroom. Media resources such as audiovisual equipment, computers, software programs, and reference books are housed in each program so that students and instructors have direct access to them. All programs have network capabilities in their classrooms and access to the internet. Additionally, our Tech Foundations computer lab is available to all students and serves as a central media center for the college.

Each instructor is responsible for keeping updated on new techniques and industry changes in their program area, as they require a need for new or additional media services. Each program area has adequate space designated for the housing and storing of media materials and equipment.

SELECTION OF MATERIALS

The selection of media materials and equipment should be based on the appropriateness to the program curriculum and funding availability. At the time of budget preparation, the

instructor should request funds to be used to replace old or buy new media equipment, resources, and materials. With the changes that are being made constantly in instructional curriculum, it should be expected that the use of technology to present instructional material would increase. Instructors will seek input from their advisory committee, other TCAT instructors, and industry partners concerning information that might help them make sound decisions and choices of media materials and/or equipment.

STAFF – Roles and Responsibilities

The Executive Vice President and the Vice President of Operations and Facilities are responsible for the overall implementation of the plan and coordination of the Media Services at the College. However, with a decentralized approach, the role of the instructor is vital to the success of media services. Instructors are responsible for the reviewing, selecting, inventorying and maintaining all learning resources within their respective program areas.

ORIENTATION

During orientation, students are informed of the media services available. Each instructor provides training and orientation for students and others in the use of the media services available in their program when needed or requested.

Instructors orient their students to all available media services and resources during class orientation, at which time the instructor informs them of the policy and procedures for that program's media. Adequate and user-friendly classroom facilities are readily available in order to utilize the media materials and equipment.

FACILITIES

Each program has its own media services area for use by the students and these areas are identified in each program. The areas designed for students using media services are monitored by each instructor. In technical education, the use of such decentralized media services is a practical approach to accommodate programs with specialized materials and equipment related exclusively to occupation.

ACQUISITION OF MATERIALS

Once a media selection is made, the instructor should request a quote and initiate a request to purchase in Jagger if applicable to begin the purchasing process. If the item is a non-catalog item the instructor should get the quote and submit to business office so the materials/equipment can be acquired according to the college purchasing policies. When the materials and/or equipment are received at the college, the order is checked for damage and to ensure it is correct and complete.

The following is an excerpt from the TBR Purchasing Policy: 4:02:10:00: "Institutions may make non-recurring purchases totaling less than \$25,000, cumulatively in expense or revenue, without documenting any quotes or proposals from multiple vendors. Purchasers should take appropriate steps, e.g. conducting price comparisons, processing appropriate agreement documents, etc., to ensure that such Small Dollar Purchases are made based on terms, conditions, and pricing that are in the best interest of the college.

Institutions may make purchases totaling less than \$50,000 in expense or revenue based upon written, telephone or electronic bids. For purchases totaling \$25,000 - \$49,999.99, bids must be

solicited from at least three (3) Responsive/Responsible Bidders/Proposers. Informal bids do not require an original signature, and bids may be written, electronically transmitted or telephoned. Complete file documentation shall be maintained.

A formal solicitation process shall be used when the estimated aggregate total of the expense or revenue is \$50,000.00 or more, including renewal items of multi-year awards. Written sealed bids must be solicited from fifteen vendors or the number of vendors on the Registered Vendors List- whichever is less and to all that request the specific ITB/RFQ/RFP. The Chief Procurement Officer must approve the use of less than fifteen vendors. In addition, if the annual estimated aggregate total of the purchase is \$100,000 or more, solicitations must be sent in a manner that verifies proof of delivery.”

BUDGET AND AVAILABILITY OF SERVICES

Media materials/equipment for individual programs may be purchased through departmental budgets. A separate line items for media is not available under current budgetary guidelines; however, media materials are purchased under the line item of supplies for each program. Each program has sufficient funds to purchase the necessary supplies and media for the program. Instructors are encouraged each year to purchase and update any media materials or equipment that is needed to effectively provide media services to students. Materials and equipment used by all staff members will be purchased through the administrative budget. Each individual program instructor(s) should select the material/equipment to be used in the program and make a request to the Executive Vice President or the Vice President of Operations and Facilities. Purchases are generally made depending upon the availability of funds for each program.

Each program should have a designated area where students may watch instructional videos or use software programs during regular school hours. DVD's of general nature (drug awareness, financial aid, etc.,) should be housed in the Student Services department for viewing by both staff and students. Periodicals and other reference materials should be located in the administrative offices, classroom spaces for use by anyone requesting to do so.

INVENTORY, PAYMENT, AND MAINTENANCE

An inventory of all media for each program will be maintained by the instructor and updated annually. The instructor will keep a listing of all media materials in the shop/classroom. This list should be updated each time a new item is purchased and inventoried annually.

The Business Office will make payments for all departments. Items of equipment costing \$5000 or more will be tagged with TCAT Upper Cumberland Inventory tag.

When equipment needs maintenance or repair, the instructor should notify the Vice President of Operations and Facilities, who, in turn, will make the necessary arrangements. A decision must be made as to whether the problem should be addressed in-house or if other arrangements need to be made for the work. All losses involving theft or vandalism are reported by staff to the Executive Vice President, the Vice President of Operations and Facilities, or the President.

ADVISORY COMMITTEE AND EVALUATION

The Advisory Committee of each program serves as an advisory committee for media resources for the program with which it is involved, however, an internal advisory committee comprised of the President, Executive Vice President, Vice President of Operations and Facilities, serves to advise the instructors of the availability of media resources funds, sources, and acquisition methods.

Upon exiting at TCAT Upper Cumberland, graduates and non completers evaluate media services during the exit interview. Everyone is asked to complete an exit questionnaire which gives them an opportunity to evaluate the program media services.

The media services in each program are evaluated annually by the Advisory Committee and each instructor. Results of these evaluations are used to modify and improve media resources, when it is found necessary.