

Garnet Career Center

Media Services Plan

Learning Resources

Goals & Objectives

Garnet Career Center's individual departments have designated areas designed to support the educational needs of students with access to the most current electronic materials and technology.

More specifically, the department chairs and instructors collaborate to meet the following goals.

- 1) Practice responsible usage and ethical behavior when using media resources, equipment, and online resources
- 2) Demonstrate an understanding of the strengths and limitations of the Internet and evaluate the quality and appropriate use of Internet resources, including databases and virtual libraries.
- 3) Read a variety of print and digital materials for academic need, training, and lifelong learning.

Overview of Media Services (Scope, Availability and Variety)

Garnet Career Center provides students with electronic resource materials to enhance program curricula. Print resource and audiovisual materials are easily available to faculty members and students which are located primarily within the classrooms, as well as through online videos from Elsevier Education Portal for the health related programs. Items such as smart boards, computers, television sets serve as valuable instruments in enhancing student knowledge. Some online services, such as WIN Career Readiness Courseware, are available through the West Virginia Department of Education, the WV Library Commission and the internet. Computer labs throughout the building with internet access are available to instructors and students for research, online orientation, and other programs and projects. Printers are abundant throughout the building which enable students to print their respective documents as well as saving their information on individual flash drives.

The Practical Nursing department has a library room with a dedicated computer lab and various print resources. The Automotive department has various print and digital resources in their two classrooms. The Medical Assisting program also has various print and digital resources available in the classroom.

Garnet has an employee on site as the school technology specialist. Kanawha County Schools Board of Education assigns a county computer technician to each school as well. This technician is available to resolve major technical issues as well as providing professional development in keeping up with updated technology trends. The school technology specialist or principal places work orders into an online task management system for the KCS technicians.

Personnel Responsible of Overseeing the Plan

The school technology specialist is primarily responsible for overseeing the Media Services operation. The department chairs and instructors provide recommendations for resources. However, the ultimate responsibility in seeing the effectiveness of the plan, rests upon the judgement of the building principal. In order to maintain that the media services plan is working, the technology specialist, department chairs, and principal discuss issues and resolve them as needed.

Orientation to Media Services

All students are provided information on computer usage. Before a student is allowed access to a computer, the Telecommunications Policy is presented and an Acceptable Use Policy/Contract must be signed by each student. Each department handles this task during orientation and prior to students using computers. Every staff and teacher at Garnet Career Center who utilizes a computer must also complete the Acceptable Use Policy/Contract each year. Employees of Kanawha County Schools must complete an online course each year reviewing these policies.

Facilities

Each specific program has their own learning resources available located within the classrooms, shops, and labs of their respective programs. Students in the Medical Assisting and Practical Nursing programs receive a laptop as part of their books.

Budget

West Virginia Department of Education Office of Advanced Career Education (ACE) modernization grants have recently been formulated. Additional funds for updating media services equipment are available through the program lab fees. The lab fees contribute to modernizing equipment or purchasing new equipment. Emergency purchases for the acquisition/repair of equipment are made through local school funds with permission from the school principal. Each year approximately \$5,000 of tuition money is placed into a technology account for technology needs.

Evaluation

Suggestions are solicited from instructors as to what title of books, videos, and/or magazines will best support their programs within their departments. The department chair is responsible to request the purchase of these items for their respective departments. The principal is responsible for the evaluation of the various program areas and the utilization of media in their instruction.

The Technology/Media Services survey completed by both students and staff evaluates the effectiveness of the media services, and the results are used to modify and/or improve media services. The survey is disseminated online through a Google Docs form at the end of each program. This survey asks the students/staff to rate such items as: technology is appropriate, up-to-date, and adequate for the program; students receive guidance from staff regarding technology and media needs for assignments; and instructors provide timely feedback.