



Media Services Plan

The purpose of this plan is to establish guidelines and procedures in order to provide quality media services that support our staff and students, as well as enhance their learning experience.

RESPONSIBLE AUTHORITY

The Director of Student Services

Responsible for the coordination of the media services, maintenance, and equipment.

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS POLICY

Academic Department Personnel.

POLICY

- Plan scope and availability of the services
- Technology Support
- Basic Computer Training
- Printing Services
- Using the Media Center computer
- Online Resources
- Enhancements - Suggestions
- Inventory of Resources
- Services for Creating Material
- Orientation

Plan scope and availability of the services

A Media Resource center is designated at our facilities for students' convenience with computers, internet, printer and textbooks. It is available to students and graduates during school operating hours. Given all programs are provided on campus, our media services are equally available to all students enrolled at our institution.

Technology Support

Technology support is provided by the Director of Student Services and front office personnel during normal school business hours.

Using the Media Center Computer

Students are welcome to use the computer at the media center during the school's normal business hours. See the Director of Student Services or front office personnel for information on access to login.

Basic Computer Training

Students that are not proficient in the use of a computer may request student services for a tutoring session. Student services personnel assists students in the basic use of a computer, sending and receiving email, browsing, checking online for job openings, creating a resume, posting resume online, creating a profile, printing and how to research for videos on interview skills.



Printing Services

Students in need to print a job posting, resumé, or any other material related to their program of enrollment may request so to the student services personnel. Keeping in mind that printing comes with a cost to the school, so the school will be more than happy to help as long as the quantity of pages does not exceed 20. For printing quantities over 20, the school will charge the student at \$0.10 per page.

Enhancements - Suggestions

Suggestions for the media center services are always welcome and are taken into consideration quarterly at the Academic Quarterly meeting. Students and personnel may submit their recommendations to scontreras@thehealthcareinstitute.com. Decisions are based on budget and practicality.

Inventory of Resources

An inventory of student guide and learning materials is maintained by the Director of Student Services and is available to instructors and students. The inventory is revised annually by the Director of Education. Obsolete resources are discarded.

Services for Creating Material

The institution provides instructors with the necessary equipment for creating new material for their classes, such as computers, printers and internet access.

Orientation

Students receive the media center orientation during the enrollment process.

Staff and faculty receive an orientation of the media services during their employment orientation.

EQUIPMENT AND TECHNOLOGY

The school is equipped with internet, computers, printers and a secured cloud-based server.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment for this department is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to the Media Services line item. Such requests are to be made directly to the School Director and will be dealt accordingly.

The equipment is evaluated annually by the School Director, and any new equipment and replacements are decided at this time.



BUDGET

The budget for this plan is allocated under the line item “Media Services”

The budget for the purchases of supplies is allocated under the line item “Instructional Supplies”

The budget for the purchase or repair of instructional equipment is allocated under the line item “Instructional Equipment.”

EVALUATION

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey information collected is presented at the following meetings where actions are taken when necessary to improve this plan’s effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Quarterly and the Academic Department meetings
- Annually at the Institutional Advisory Committee meeting

POLICY AVAILABILITY

Policies and Procedures as well as all publications are available for review by administrative staff, faculty, advisory committee members, students and the public at our website: www.thehealthcareinstitute.com.