

TEXAS HEALTHTECH INSTITUTE

MEDIA SERVICES PLAN - 2018



The Texas Healthtech Institute Media Services Plan is designed to ensure the availability of media that are appropriate to the THTI mission, which is to provide rewarding, competency-based, affordable, and accessible career preparation for adults that meets the needs of Texas employers.

Scope and Availability of Services:

Media resources at the THTI include reference books, periodicals and professional and technical manuals; audio-visual materials and equipment, access to the internet and online learning resources.

THTI students have on-site access to the academic libraries which include the latest textbooks, periodicals, and journals. Students can access these library resources during the posted library hours.

Electronic resources for all students, faculty and staff at THTI include access to the Internet and career information through resources such as Beaumont Public Libraries, the Occupational Outlook Handbook.

The Beaumont Public Libraries catalog could be accessed through www.beaupl.ent.sirsi.net/client/en_US/default/ The students and staff could find a large selection of books for general reading and technical referencing.

The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. The Occupational Outlook Handbook is published by U.S. Department of Labor Bureau of Labor Statistics. Students, faculty and staff can use this to:

- Learn about a specific occupation
- Read about what workers do on the job
- Find out about typical working conditions

- Get training requirements
- Investigate earning levels and job prospects

In addition to these online resources, each program maintains appropriate materials in the classroom that support the programs at each campus as well as at other training sites. These materials are kept current and relevant through annual review by faculty and staff.

Base budgets include funding for the purchase of standard learning materials. Media purchases that require a significant expenditure of funds are considered and prioritized for purchase by administration.

Implementation and Coordination of Media Services:

The implementation and coordination of media services is the responsibility of the School Director and Program Instructors. Faculty and staff assist with the implementation and coordination. The program instructors determine which media services are necessary to support the program and communicate this information to the campus director who then implements and coordinates the provision of the requested media services.

Roles and Responsibilities:

Program Instructors are responsible for the coordination of media services in their program areas. Faculty ensure organized access to books, periodicals, instructional software, equipment and the Internet in their programs so that the training and educational objectives are met.

The School Director, working closely with their program instructors, ensures that the budget is adequate to obtain needed media resources for their programs. It is the instructor's responsibility to requisition relevant educational materials and equipment that adequately support the educational program and help fulfill the mission of THTI. Purchase requisitions for media resources are processed through the administrative office and cataloged by staff on a searchable data base. This process ensures that inventory is complete, accurate and up-to-date at all times. The learning resource database is easily accessible for faculty and staff. Materials can be located by searching for title, author, program area, or by site. Equipment and software expenses associated with the learning resource computer stations at each campus are handled through the same process. To date, all requested learning resource purchases have been acquired.

Orientation to Available Media Services:

Students – Every student who enrolls in the programs at THTI receives an orientation which includes information on accessing available media services. This orientation includes detailed information on how to access the institutions media services. Students have the opportunity to learn exactly how to access the resources available to support their efforts in achieving their educational objectives.

Staff and Faculty – Every staff/faculty member hired by THTI is provided with a comprehensive orientation by the School Director. Staff and faculty are informed of access to available media services. Faculty and staff share the responsibility to assist with keeping materials relevant and current in their program areas by providing input at the annual instructional planning meetings.

Media Services Facilities:

The learning resource computer stations and learning resources in the program areas are available to students and potential students to provide essential resources such as internet access, dictionaries, and materials specifically related to the training program. All faculty and staff have internet access to online resources and can access program learning resources if necessary.

Annual Budget:

THTI recognizes the importance of providing current and relevant educational materials to students, faculty and staff. Annually as the budget is prepared, careful consideration of these needs are analyzed and each program budget includes an amount to be spent in maintaining adequate educational materials needed by each program.

Evaluation of Media Services:

As part of the student evaluations, media services are evaluated for effectiveness and utilization. Input obtained from the surveys is analyzed by faculty and program managers and heavily considered as they make their recommendations for media services purchases and modifications at the annual planning meetings.

Media Services In-Charge: Kendra Haines