

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 Student Services Representative

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

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

Academic Department Personnel.

POLICY

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

Plan scope and availability of the services

A Media Resources center is designated at our facilities for student convenience with computers, internet, printer and textbooks. It is available to students and graduates during school operating hours.

Technology Support

Technology support is provided by the student services 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 normal business hours. Students are directed to student services 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 also on the research for videos on interview skills.

Printing Services

Students in need to print a job posting, resume, or any other material related to their program of enrollment may request so to student services personnel. Printing of quantities below 20 pages is provided to students for free. For printing quantities over 20, the school will charge the student at \$0.10 per page.

Enhancements - Suggestions

Suggestions to media services are always welcome and are taken into consideration quarterly at the Academic Quarterly meeting. Students and personnel may submit their recommendations via email to rubens5staracademy@yahoo.com Decisions are based on budget and practicality.

Inventory of Resources

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

Services for Creating Materials

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 services orientation and the time of the enrollment. Ruben's Five Star Academy staff receives media services orientation at the time of the employment orientation.

EQUIPMENT AND TECHNOLOGY

The Media Center is equipped with internet, computers, printers and secure access to servers.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment for this plan is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, and 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". Budget for this plan is allocated annually each January as part of the school's projected budget for the year.

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 policies and procedures surveys

PLAN EFFECTIVENESS

Student and employee survey's 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
- Annually at the Institutional Advisory Committee meeting
- Quarterly and the Academic Department meetings

PLAN AVAILABILITY

This plan is available to students, employees, advisory members and public in general at our institution's public website www.rubens5staracademy.com

All school policies and procedures are available for review by administrative staff, faculty, advisory members, and students in the Policies and Procedures Manual available at the Student Services Office.