**STANDARD 5**

**LEARNING RESOURCES**

**INTRODUCTION**

A variety of educational resources and equipment is available and maintained to support all instructional programs’ objectives at Florida Vocational Institute (FVI). Resources that include, but are not limited to, audiovisual equipment/aids, reference books and manuals, computer software, industry-specific professional periodicals, and school-wide Internet access are readily available and used by students and faculty involved in every instructional program. In addition, the Department of Education is furnished industry-specific technical reference materials, DVDs, trainers, and other educational resources to support each program. All learning resources meet applicable safety and industry relevancy standards according to the appropriate program and/or general safety guidelines.

FVI believes quality learning resources play an indispensable role in the deliverance of the educational training and skills development necessary to produce a well-trained workforce. These quality resources also provide a varied approach to learning and are considered effective and efficient methods of educating the diverse student population.

**ANALYSIS**

The institution’s educational resources and equipment are adequate, current, and available for use by the students, faculty, staff, and other relevant individuals.

**CHALLENGES AND PROPOSED SOLUTIONS**

**As technology changes, so does the need to evaluate the effectiveness of the equipment, supplies, and resources used in training. Workforce development is the overall mission of Medical education, and if we wish to continue to provide our student population with the skills necessary to acquire and maintain employment, proper funding is essential. Media resources at present are current, sufficient, and available in the occupational training areas. Over the past 5 years, this has been a persistent administrative and instructional challenge.**

**With assistance from outside sources such as industry support and other agencies, we have faced our challenges and have found ways to provide programs with high quality. We want to be known in the market employment for provide the most prepared and entry level graduate.**

**A major strength of Florida Vocational Institute is the dedication and commitment of the faculty and staff. These highly trained individuals strive to ensure that students are provided the opportunity of an education in their chosen fields. They also strive to provide the most up-to-date instruction and industry-specific equipment/technology possible with the budgets provided.**

**SUMMARY**

**Consistent technological advancement in business and industry places new demands upon all educational service providers. Building creative, targeted, and technical programs that cover core and advanced instructional principles is a challenge for efficient instructional programs. The availability of equipment, supplies, and resources that are comparable to or which exceed industry expectations increases the marketability of our graduates.**

**The faculty and instructional staff of FVI are committed to continually redefine its instructional approach and curriculum to include relevant resources and procedures that provide for and enhance the students’ educational experiences.**

**MEDIA SERVICES**

1. **The institution has a written plan for its media services.**

FVI has a written plan for learning resources (media services) which is appropriate for the college and incorporates the criteria established by COE. The learning resources plan is monitored continually and necessary actions are implemented in order to maintain quality educational training and educational enhancement in all instructional programs in the institute.

**The written plan for media services which is appropriate for and inclusive of all methods of program delivery the institution and includes the following:**

1. **The scope and availability of the services.**

The plan for media services assures the use and availability of learning resources that are appropriate and essential both on an institutional and departmental basis.

1. **A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution’s purposes and support its educational programs**.

Resource and informational materials that include audiovisuals, reference manuals (Allied Health, professional, and technical), periodicals, cassettes, software, videotapes, DVDs, and other media are located in the instructional classrooms, in the Student Services department and in the LRC. Internet access is also available and utilized to enhance student learning and research.

1. **The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services**.

Individual instructors are responsible for the implementation and coordination of media services within their respective classes with the guidance and supervision of their respective Program Directors.

1. **Roles and responsibilities of designated staff member(s).**

Student orientation to equipment and resources is the responsibility of Programs Directors (PD). Their responsibilities include maintaining media resources, demonstrating their correct and safe operation, and assuring their availability for student use. Also PDs are responsible for the repair and retirement of unsafe/broken, obsolete, or ineffective items. To keep informed of new and current educational support materials and equipment, instructors make contact with industry representatives, conduct technological research, attend workshops, and review vendor and publisher catalogs.

Instructors request complimentary desk copies of relevant textbooks and reference materials from publishers. If a resource needs to be purchased, instructors must submit a purchase requisition and obtain approval from the Program Directors. Once the request has been approved, the necessary purchasing procedure is completed.

The Program Director for each discipline are responsible for maintaining the computerized listing of media resource materials and requests annual updates from the all Faculty.

1. **Orientation for user groups (i.e., instructors, students, and others);**

Instructors are oriented to media resources through workshops provided by the campus and the vendors, (Elsevier, Cengage, Hartman and Logical Operation). Students and any other users of media resources are provided orientation by the instructors.

1. **Facilities and technical infrastructure essential for using media materials.**

Media equipment and resources are utilized in each classroom. Classrooms have adequate space for the arrangement and use of the equipment. To allow for sharing, some media equipment, such as video equipment, is set up on movable carts. Classrooms have cabinets to provide storage and access to an inventory of appropriate media items (Media Services Inventory). In addition, computers with Internet access are available for research, study, or review as part of Learning Resource Center.

1. **Annual budgetary support for the services.**

Funds for necessary supplies, maintenance, and repair of equipment are provided through the budgetary process.

Annually, the institutional budget will provide for an allocation sufficient to purchase related publications, periodicals and other resource documents. The fiscal budget will provide specific line items such Library Materials, Books and Publications and Teaching Materials. The purchase of library and resource materials will focus on the disciplines taught at the institution. However, the institution shall have the opportunity to incorporate publications for self-enrichment. Faculty and staff are encouraged to make purchase suggestions relative to the current programs offered at the institution. Periodically, student surveys will be utilized to obtain publication suggestions from the student body.

1. **Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services*.***

Instructors and students are involved in determining the effectiveness and timeliness of the available items by evaluating campus media resources and equipment. The results of the evaluations are used as support documentation to request or repair inventory items. (See Student Evaluation Form).

1. **Media service (instructional supplies, physical resources, and fiscal resources) are available to support the instructional programs offered by the institution**.

The campuses’ educational resources and equipment are adequate, current, and available for use by the students, faculty, staff, and other relevant individuals. These materials are accessible to students at least six hours a day, five days a week during scheduled class hours. Additional hours are available when approved and supervised by the appropriate instructor.

1. **Media services are sufficient to ensure the achievement of desired student learning and program objectives**.

The campuses’ educational resources and equipment are adequate and sufficient for use by the students, faculty, staff, and other relevant individuals

1. **A current inventory of media resources is maintained.**

Departmental inventories of resources available are maintained on the campuses. Since the materials and resources are housed in the individual program areas, these inventories are maintained by the program directors and each instructor is provided with a hard copy. These inventories are updated with additions and/or removals of resource items.

1. **Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.**

Provisions are made for necessary repair, maintenance, and replacement of media equipment and supplies. Maintenance and repair on media equipment are performed by school personnel whenever possible. Repairs requiring technical expertise of outside companies must be requested by the instructor and approved by the Program directors and Vice President of the school. (See Equipment Physical Resources Repair and Maintenance Plan)

1. **Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program(s).**

Internet access, computers/software, projectors, printers, copy machines, video station and video equipment are available on campus for instructors to utilize in their efforts to create, display, or distribute specialized instructional media that support the educational content of their curriculums.

**INSTRUCTIONAL EQUIPMENT**

1. **The institution has a system of instructional equipment inventory**.

All instructional, as well as facilities, equipment and other materials and supplies at FVI campus are inventoried, as mandated by COE. Under this inventory, an up-to-date inventory accounting system is maintained through the following actions:

* maintaining appropriate documentation to obtain approval of equipment acquisition and disposal;
* an annual inventory revision process that involves a physical verification of tag numbers and location of all equipment;
* and the proper disposition of obsolete or surplus items.

These efforts are supported by the Faculty who administer and use the instructional equipment in their respective departments.

1. **The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction**.

When an emergency purchase and/or repair of instructional or otherwise vital equipment that supports continuous educational training is necessary, FVI follows appropriate Plan and procedures.

Specific emergency action procedures are selected to best suit the prevailing situation. The instructors concerned and the administration seek speedy solutions that provide for safety, timeliness, and efficiency and at the same time uninterrupted service to the educational training of the students.

1. **Relevant and up-to-date equipment is available to support the instructional programs offered by the institution.**

To assure the success of educational programs, relevant and technologically acceptable equipment is made available. Student learning and instructional effectiveness are enhanced through the use of current equipment. Proper training on the safe operation of equipment affords student preparedness when making the transition from classroom to employment. When making equipment purchases, much consideration is given to the recommendations provided by our business and industry partners. In areas where specialized training is developed, the types of equipment purchased are made in accordance with certification or testing guidelines. Occupational advisory committees, organizational memberships, and other industry associations offer experienced support in assuring that the training equipment available for student instruction is acceptable and effective.

1. **The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment.**

Maintaining, replacing, or disposing of outdated equipment is vital to the continuance of quality instruction and training. Therefore, FVI adheres to written plans that include procedures and regulations. (See Equipment Physical Resources Repair and Maintenance Plan)

1. **All instructional equipment meets appropriate and required safety standards.**

All equipment purchases, operation procedures, and repairs follow appropriate business and industry safety standards. Instructors, staff, and students utilize the owner’s/safety manuals distributed by the manufacturer with the purchased equipment and other applicable sources, such as manufacturer representatives, to ensure proper safety procedures are followed.

Instructors assure safe and orderly learning environments. Safety training is incorporated into every curriculum taught at FVI. All US Federal standards safety codes regarding the maintenance of all facilities, grounds, and equipment are covered.

**INSTRUCTIONAL SUPPLIES**

**1. Instructional supplies are available to support the instructional programs offered by the institution.**

Adequate instructional supplies are provided to each program to assure quality educational experiences. The adequacy of instructional supplies is evaluated by occupational advisory committees and reaffirmed through our contacts with other businesses and educational partnerships. Program Directors and Instructors are responsible for monitoring supplies and preparing the appropriate written requests for timely replenishment of all supplies needed in the classroom or shop.

**2. The institution has a system for purchasing and storing instructional supplies.**

The majority of a program’s supplies are stored in the classroom areas. Some general supplies are maintained in the Career Service Department. Small tools required for training are housed either in the instructional area or in an adjacent room. If additional or specialty supplies are necessary for a training unit, the instructor will gather the supply request form and complete a purchase requisition to begin the appropriate purchasing procedure.

**3. Funds are budgeted to provide supplies at a level that assures quality of occupational education.**

The budget line item for supplies in the annual budget of each campus assures adequate funding for instructional and other supplies. These funds provide for supplies at a level that assures continued quality occupational training. (Learning Resources Plan)

**4. The institution has a system for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction.**

Supply purchases are made according to state purchasing guidelines whether they are of a routine nature or an emergency purchase. Instructors in each department are responsible for maintaining supply inventories providing safe storage, and securing access to supplies on a daily basis.

**5. First aid supplies are readily available.**

Each instructional area has an adequately stocked emergency first-aid kit as identified in the School’s Map. This kit is easily accessible in both the Labs and the different strategic departments. The updating of obsolete safety supplies and the replacement of used supplies is a duty of the instructors and the Program Directors.

**6. All instructional supplies meet appropriate and required safety standards.**

All instructional supplies meet required safety guidelines as dictated by business and industry and manufacturing directions. Proper handling, care, and disposal, according to vendor instructions are followed in the implementation and replacement of supplies

**LIST OF EXHIBITS**

**A. MEDIA RESOURCES**

Learning Resources Plan

Budget

Supplies Request form

Student Evaluation Form

Inventories of Learning Resources

Equipment Physical Resources Repair and Maintenance Plan Student Catalog/Handbook

**B. INSTRUCTIONAL EQUIPMENT**

Budget

Emergency Purchases Plan

**C. INSTRUCTIONAL SUPPLIES**

Supplies Request Form