



---

EDUCATIONAL RESOURCES AND MEDIA SERVICES PLAN | STANDARD 5

**Last Evaluation**

8/26/2024

**Executive Staff Approval**

8/26/2024

---

## 1. Plan Purpose

To verify the presence and adequate maintenance of learning resources appropriate and essential for the achievement of the objectives for each program offered, whether offered in a traditional or hybrid format. To verify that the learning resources are readily available and used by students and faculty, and to ensure that all learning resources meet applicable safety standards.

## 2. Definitions

**Educational Resources** - Etextbooks, course materials, charts, models, videos, software, and any other tools or materials, used to support access to knowledge. Educational resources are used to reinforce learning.

**Media Services** – Media sources are the communication tools or channels used to store information or data. They can be physical items such as DVDs, books, projectors, and computers; or they can be online resources such as streaming services, podcasts, screencasts, online videos, news apps, and social media.

## 3. Plan Statement

The Educational Resources and Media Services Plan outlines employee roles in securing, maintaining, and continually improving educational resources for students.

## 4. Scope of Services

4.1 Mountainland Technical College (MTECH) has resources available from a variety of libraries and learning centers. Like most technical colleges,

MTECH relies upon other public and private library systems, mainly higher education institutions.

- 4.2 MTECH's partnership with Utah Valley University (UVU) allows MTECH students to use UVU library facilities and resources at no additional cost. The rights granted to MTECH students through UVU library facilities are the same as the community patron privileges and can be found at the following location: UVU Checkout Periods and Protocols (or <https://www.uvu.edu/library/services/checkout.html>)
- 4.3 MTECH students are able to use BYU library facilities and resources. However, a fee must be paid to create an account if students intend to check-out resources to use outside of the library facilities. Please refer to the following website for more information: <https://lib.byu.edu>
- 4.4 The Marriott Library at the University of Utah administers the shared library collections of the Utah Academic Library Consortium (UALC) which is available to students of technical colleges.
- 4.5 MTECH students have access to attend libraries at all state and private institutions of higher education. In addition to these, public libraries are available to students at any time. Listings and locations of these facilities are located online through the following website: <https://heritage.utah.gov/library>
- 4.6 The following link to available online library resources:
  - 4.6.1 Utah's Online Library: [http:// onlinelibrary.utah.gov](http://onlinelibrary.utah.gov)
  - 4.6.2 Internet Public Library: [www.ipl.org](http://www.ipl.org)
  - 4.6.3 Library of Congress: <http://eresources.loc.gov>

## **5. Major Activities**

- 5.1 Providing quality educational supplies and media resources for students
- 5.2 Evaluating and updating those resources
- 5.3 Providing for faculty selection of media resources that best fit their program.

## **6. Budgetary Resources**

- 6.1 All programs have their own budget and a purchasing card to purchase learning resources. If requests for major or emergency purchases are needed, the instructors can request funds through their Program Director

or Associate Vice President. All requests are given appropriate consideration.

- 6.2 Each instructor is responsible for preparing a yearly budget of prioritized program needs. Unexpected expenses, as well as replacement of materials that have been lost, stolen, or damaged, are considered at the time of submitting budgets.
- 6.3 In addition to unexpected issues, instructors must consider outdated equipment and resources. Replacements may be considered years ahead of any resources or equipment needing to be replaced. All equipment is owned by the State of Utah and is, as state property, sent to a state surplus sale for disposal. If essential equipment is requested that exceeds the department budget, the Vice Presidents can allocate funds to cover that purchase.
- 6.4 Program Coordinators/Leads submit prioritized budget requests to their Program Director on behalf of their program instructors. Program Directors compile requests and present them in the Annual Budget Meeting.
- 6.5 The College President, Vice Presidents, and Associate Vice Presidents, in coordination with Program Directors, compile all College requests. All requests are reviewed, and the final department budgets are set.
- 6.6 The College President and Vice Presidents make final decisions on personnel and equipment budgets and communicate the final department budgets to the Associate Vice Presidents and reporting Directors. They, in turn, report them to the instructors and staff.
- 6.7 Program Directors and Associate Vice Presidents receive quarterly budget reports and are given the opportunity to correct miscoded items and to see the remaining funds that can be spent.

## **7. Evaluations of the Plan**

- 7.1 A program/course survey is given to each student before they complete their program. This survey includes the evaluation of the effectiveness of media services. The results of these surveys are reviewed annually by the Program Directors, Vice President of Instruction, Associate Vice Presidents, and the Executive Staff. Modifications are made to improve media services. Each instructor has the opportunity to review the survey and suggest updates and modifications to media services on an annual basis.

- 7.2 The Educational Resources and Media Services Plan is evaluated yearly by the Instructional Department and is updated to reflect changes. Any changes are reviewed and approved by the Executive Staff, which includes members from the Technology and Facilities Departments. The results of this review process help the College to modify and improve media services.

## **8. Stakeholders**

- 8.1 Internal Stakeholders include students, faculty and staff.  
8.2 External stakeholders include employers, visitors and Custom Fit patrons.

---

## **9. Mountainland Region Resource Centers**

- 9.1 When needed, MTECH refers adults to seven learning resource centers that allow students to be tutored in subjects such as: mathematics, reading, writing, and/or computer skills.

- 9.1.1 Locations and contact information:

- 9.1.1.1 MTECH adult students have access to seven learning resource centers:

[Alpine Adult Education](#)

778 East Bamberger Drive  
American Fork, UT 84003  
(801) 610-8188

[Provo Adult Education](#)

636 North Independence Avenue  
Provo, UT 84601  
(801) 374-4840

[Nebo Adult Education](#)

612 South Main Street  
Spanish fork, UT 84660  
(801) 798-4093

[Wasatch Adult Education](#)

180 East 600 South  
Heber city, UT 84032  
(435) 654-4231

#### [North Summit Adult Education](#)

100 South 111 East; Box 497  
Coalville, UT 84017  
(435) 640-4712  
(425) 335-3678 ext. 3520

#### [South Summit Adult Education](#)

285 East 400 South  
Kamas, UT 84036  
(435) 640-4712  
(435) 783-4313 ext 3353

#### [Park City Adult Education](#)

2700 Kearns Blvd.  
Park City, UT 84060  
(435) 615-0209  
High School Completion and GED Prep

#### 9.1.2 Staff:

Adult Education facilities provide the necessary staffing.

### **10. Educational Materials**

Each instructor is responsible for obtaining educational materials, using their program budgets, and for updating them as needed. Students are encouraged to attend public and/or private libraries for periodicals, manuals, professional trade publications, and audio materials. Internet access and other educational resources are also available to students through libraries as mentioned above. There is no cost to MTECH students for using these resources.

- 10.1 Most labs and/or classrooms have projectors, screens, computers, and media players available for educational purposes. They are available to the instructors as needed. Instructors can request additional media resources, through their Program Director, for consideration by the appropriate Associate Vice President of Instruction

### **11. Staff Roles/Responsibility**

- 11.1 The Associate Vice Presidents of Instruction, with input from the Program Directors, are responsible for the implementation and coordination of media services. They oversee all classroom resources, including media

- resources and equipment for programs. The Program Directors work with instructors to determine needs and communicate them for budget consideration.
- 11.2 The Associate Vice President of Technology purchases and maintains needed technology resources. The Associate Vice President of Facilities manages building and capital equipment requests.
  - 11.3 It is the instructor's responsibility to administer and oversee learning resources. Instructors are to instruct students in the proper use of the media used in their program. If for any reason this equipment is lost, broken, or destroyed, the instructor has the responsibility to repair and/or replace through department funds. Instructors may also request the purchase of these resources through their Program Director.
  - 11.4 Each department has a budget to purchase new materials, supplies, and equipment. These resources are managed by the departments. Requests for major resources are communicated to Program Directors who carry them forward to yearly budgeting meetings. Emergency purchases are considered by MTECH's Associate Vice Presidents of Instruction.

## **12. Orientation to Technology**

- 12.1 Faculty members and instructional staff receive training on the Canvas Learning Management System, the Student Information System (SIS), and other media resources as part of their new hire orientation.
- 12.2 For students, a formal orientation is done on the first day of class. Instructors and/or staff members instruct on the use of all media.
- 12.3 The Office of Teaching & Learning provides online resources to students that teach them how to navigate the Canvas Learning Management System.

## **13. Technology**

- 13.1 The Technology Department provides the infrastructure essential for using media materials. They set up and connect computers and peripherals. They troubleshoot issues and maintain the software and hardware, as necessary.
  - 13.1.1 MTECH Student Lab Equipment Upgrade Guideline

- 13.1.1.1 In general, lab environment upgrades are evaluated on a 36-month basis and executed based on budget and utilization.
- 13.1.1.2 Specialized labs used for advanced technical training are evaluated on a per program basis annually and upgraded based on budget, utilization, and program requirements.
- 13.1.1.3 Equipment displaced from an accelerated update schedule can then be utilized in growth areas to update staff & administrative computers, or to upgrade existing labs that have lesser technical needs.
- 13.1.1.4 Ancillary equipment (network hardware, projectors, etc.) is generally evaluated on a 60-month basis and replaced as needed but can be evaluated upon program request, as needed. Antiquated equipment that falls below current support specification is removed from use, surplus and disposed of following the MTECH Equipment Maintenance, Replacement and Disposal Procedure 500.586 and the State of Utah recycling guidelines.
- 13.1.1.5 All computer labs have up-to-date equipment and/or software. Most computer labs can accommodate 16-25 students. The Technology Department is responsible for updates, repairs and trouble-shooting of equipment. Computer labs are used under instructor or staff supervision.
- 13.1.1.6 MTECH has a helpdesk system where requests for technology assistance can be made online ([helpdesk@mtec.edu](mailto:helpdesk@mtec.edu)) or by phone (801-753-4109).

## 14. Facilities

- 14.1 The Facilities Department maintains the security, maintenance, and repair of computer desks, stands, wall mounts, etc. for media resources.
- 14.2 The Facilities Department can assist with repairing items such as equipment, furniture, walls, etc.

## 15. Evaluation History

Last Evaluation	Executive Staff Approval
3/30/2015	5/4/2015
8/30/2016   no changes	9/6/2016
2/4/2017	

7/13/2017	7/17/2017
5/1/2018	5/7/2018
3/15/2019	3/18/2019
7/16/2019	7/16/2019
4/7/2020	4/13/2020
4/15/2021	4/19/2021
6/8/2022	6/13/2022
5/18/2023	5/22/2023
1/5/2024	1/29/2024
8/26/2024	8/26/2024