Centureon Institute
Media Services Plan

PURPOSE
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 responsibility for this policy is vested in the Director of Education.

IMPLEMENTATION
The implementation of this policy is delegated to the Student Services Coordinator.

APPLICABILITY
This policy applies to all media services provided for all delivery methods to students, graduates, and academic personnel.

EFFECTIVE DATE
July 1, 2021

POLICY

1. Plan scope and availability of the services
2. Technology Support
3. Using the Media Center Computer
4. Basic Computer Training
5. Printing Services
6. Enhancements – Suggestions
7. Facilities
8. Technical Infrastructure
9. Inventory of Resources
10. Services for Creating Materials
11. Orientation

1 - Plan scope and availability of the services
The Media Center is designated at our facilities for student convenience with computers, internet, and textbooks. It is available to students, graduates, and school personnel during school normal business hours.

2 - Technology Support
Technology support is provided by the student services personnel during normal school business hours.

3 - Using the Media Center Computers
Students are welcome to use the computers at the media center during the school normal business hours. Students are directed to student services personnel for information on login access.

4 - 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 a resume online, creating a profile, printing, and research for videos on interview skills.

5 - 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 10 pages is provided to students for free. For printing quantities over 10, the school will charge the student at $0.10 per page.

6 - 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 centureon.institute@gmail.com Suggestions may be also received via student surveys.

7 – Facilities
The media center room is available to students and personnel during normal business hours. It offers a space for students to comfortably study, research, and apply for jobs online using the available computers.

8 – Technical Infrastructure

Technical infrastructure at the media center:
Tables for study
Fourteen personal computers connected to the internet, with MS Windows and MS Office.
Access to the internet.
Access to student services printer (must ask permission to print first).
For any questions or assistance students are directed to contact student services personnel.

9 - 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. An inventory of the equipment dedicated to the Media Center is maintained also by the Student Services Coordinator. The inventory is revised annually by the school's president.

10 - Services for Creating Materials
The institution provides faculty with the necessary equipment for creating new materials for their classes, such as computers, printers, copy paper and internet access.

11 - Orientation
Students receive the media services orientation and the time of the enrollment. Centureon Institute faculty receives media services orientation during the *New Faculty Orientation*.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS
The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Academics*." Revisions to the funding need approval by the President and Financial Director.

EVALUATION
This policy is annually evaluated by means of a survey collected from:

- ➢ Students and Graduates
- ➢ Schools administrative and academic personnel
- ➢ Institutional and Occupational Advisory Committee members

Assessment Presentation
This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- ➢ Annually at the first Strategic Meeting
- ➢ Annually at the Staff Meeting
- ➢ Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS
Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY
Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version. This policy is also available at the school's website.