

Davis Technical College
Equipment and Media Resources Policy
Training Division

Board Approval: 24 April 2008

1. Purpose

- 1.1. The use of learning materials and equipment at the Davis Technical College (College) is undertaken in accordance with all relevant internal, institutional, and program accreditation policies and procedures. This document clarifies the roles, responsibilities, and requirements for the development and maintenance of learning materials at the College.

2. References

- 2.1. College Occupational Advisory Committee Policy
- 2.2. College Health and Safety Policy
- 2.3. College Network Resources Acceptable Use Policy
- 2.4. College Technology Infrastructure Procedures

3. Definitions

- 3.1. **Competencies** – The specialized knowledge, skills, and attitudes required for successful performance relating to a specific occupation.
- 3.2. **Course** – Specific subject matter comprising part of a program for which instruction is offered within a specified time period.
- 3.3. **Curriculum Development Office** – An office designated for faculty use in the development of curriculum and instructional media resources.
- 3.4. **Instruction** – Planned activities directed by an instructor for the purpose of enabling students to acquire specific knowledge, skills, and attitudes. Instruction may be provided through lectures, laboratory or clinical exercises, or planned work-based activities.
- 3.5. **Instructional Media** – Any print or non-print learning resources (e.g. books, manuals, periodicals, computer software, films, videotapes, audio tapes, slides, and others) and the equipment and services necessary to use them.
- 3.6. **Instructional Methods** – Methods used by an instructor to enable students to acquire specific knowledge, skills, and attitudes. Examples include, but are not limited to, lectures, questions,

discussions, visuals, exercises, summaries, case studies, electronic simulation, demonstrations, practical hands-on exercises, and virtual reality sessions.

4. Policy

4.1. Textbooks

- 4.1.1. Instructors will seek quality textbooks and workbooks that are reasonably priced and relevant to instruction.
- 4.1.2. Required textbooks will be provided to high school students in the classroom.
- 4.1.3. Reference textbooks will be available for student use in the classroom.
- 4.1.4. Students will be required to purchase consumable instructional materials including workbooks.

4.2. Library and Media Resources

- 4.2.1. The College library provides computers with internet access for student use. Funds are allocated each year to ensure College library resources are available and are kept current.
- 4.2.2. Library and media resources will be appropriate and current to each program and will be maintained by the program faculty in the classroom to help support and fulfill instructional and program goals. These Student Resource Centers may include reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials.
- 4.2.3. Instructors will monitor appropriate use of media resources including the use of the internet in the classroom.
- 4.2.4. Instructors will ensure that instructional and media resources used in instruction adhere to the College Copyright Policy.
- 4.2.5. Instructional Systems Design personnel advise and assist instructors, as needed, in the selection and/or creation of instructional media (both print and non-print) in meeting the objectives of the program and courses.
- 4.2.6. Instructional Systems Design personnel will assist in the development and presentation of media resources used in curriculum and assessment for faculty and students.

4.2.7. Instructors will maintain an inventory of program library and media resources stored in their Student Resource Center.

4.2.8. The effectiveness and availability of equipment, media services and supplemental course materials will be evaluated by students following course completion.

4.3. Materials and Equipment

4.3.1. Instructors will ensure current, relevant, and up-to-date equipment and materials will be available to students to effectively achieve program goals.

4.3.2. Equipment and sufficient consumable materials will be will be acquired, repaired, and replaced in a timely manner that supports continuous instruction.

4.3.3. Equipment and materials will be evaluated annually by the Occupational Advisory Committee.