

UA Local 290 Apprentice and Journeyman Training Institute Media Services Plan 2017-2022

I. Objectives:

Media Services is comprised of two main components. The first component encompasses the resources and equipment available to students and faculty in the respective program areas across campus. The second component is the technology which supports the faculty with additional media services and resources.

II. Activities to Achieve the Objectives:

Program Media Services

Each program area is responsible for maintaining any media services or materials which may be required for its specific field of study. Program budgets are developed to include funds for maintaining industry-related and occupational-relevant periodicals, journals, reference books, instructional models, and CD, DVD, and video resources. Assistant Coordinators are responsible for planning, organizing, developing, acquiring, maintaining, and evaluating media materials and facilities which may be required for their respective program. Learning resource inventories for the program areas are maintained on the UA University computer network and are accessible to faculty, staff and students. Media materials and services are evaluated by the Board of Trustees during yearly program reviews to assure they meet the students' learning and research needs. Students have the opportunity to provide feedback on media materials and services through the end of course evaluations.

Instructional Media Services

The purpose of the instructional media services is to support the faculty and staff with timely, creative, and quality media services and resources. NOCTI maintains and improves media facilities and media materials production for faculty and staff through the curriculum development process. All instructors can access the intranet to get their lesson plans, power point slides and other available media. Additionally, the International Union maintains a catalog of learning resources available for faculty and staff. They also provide staff development opportunities in the area of curriculum development and new learning resources.

To meet the needs of the school, the IT vendor seeks to fulfill the related goals listed below:

- To maintain materials and systems to enable their timely use for teaching, thereby offering faculty a variety of options for enhancing and delivering instruction and communications
- To encourage and participate in the use of all media systems to enhance the UA Local 290 Apprentice and Journeyman Institute's role as an educational resource in the community
- To incorporate new technology into classrooms and labs.

CURRENT AND RELEVANT EDUCATIONAL MATERIALS

Program Educational Materials

Program areas maintain any program related educational materials required within the program area. Instructors can make a request to an Assistant Coordinator of a specific program to purchase reference books, video tapes, software, journals, etc. that reflect their occupational em-

phasis. The Assistant Coordinator of a specific program, in conjunction with an Instructor, maintain current reference books, video tapes, software, journals, etc. that reflect their occupational emphasis. An inventory by program and location is maintained on the Local 290 Apprentice and Journeyman Training Institute's computer network that all of the campus can access. Assistant Coordinators work with Instructors to update their respective program inventories so that the program educational materials are kept current and accessible to faculty and students alike.

Plumber Program Educational Materials:

UA Standard for Excellence	UA Job Safety & Health
UA Use and Care of Tools	UA Soldering & Brazing
UA Drainage	OSHA Construction Safety Manual
UA Gas Installations	UA Plumbing Fixtures & Appliances
UA Related Mathematics	UA Plumbing Service & Repair
UA Related Science	Math to Build On
Drawing Interpretation & Plan Reading	OR Plumbing Specialty Code Book
UA Water Supply	UA Pocket Reference Charts
UA Basic Electricity	UA Oxy-Fuel Cutting & Welding
UA Rigging	Advanced Drawing Interpretation
Piping Handbook & Offset Formulas	ASME 6000 Medical Gas
Pipe Trades Handbook	Plumbing Star Study Guide
NFPA 99C Health Care Facilities	UA Soldering & Brazing
Pipe, Fittings, Valves, Supports & Fasteners	ATP Plumbing Design & Installation Workbook & Manual

Steamfitter Program Educational Materials:

UA Standard for Excellence	UA Job Safety & Health
UA Use and Care of Tools	UA Soldering & Brazing
Pipe Template Layout	Pipe Trades Pocket Manual
The Pipe Fitters & Pipe Welders Handbook	UA Piping Handbook and Offset Formulas
Pipe, Fittings, Valves, Supports & Fasteners	Pocket Reference Charts
UA Related Mathematics	UA Related Science
UA Drawing Interpretation & Plan Reading	Cengage Learning Welding Principles & Applications
UA Rigging	UA Oxy Fuel Cutting
Carrier GTAC Series 1-4	UA Welding Principles & Procedures
Carrier GTE Series 1-3	OSHA Construction Safety Manual
UA Steam Systems	UA Hydronic Heating & Cooling
IPT Crane & Rigging Manual	Advanced Drawing Interpretation
Navisworks 2015	Signal Person Manual
CSD-1 Code Book	Steamfitter Star Study Guide

HVAC/R Program Educational Materials:

UA Standard for Excellence	UA Job Safety & Health
UA Use and Care of Tools	UA Soldering & Brazing
Pipe, Fittings, Valves, Supports & Fasteners	HVAC Refrigeration Systems Training Manual
ATP Digital Multimeters	Conservation & Safe Handling of Refrigerants

Carrier GTAC Series 1-4	MSCA Customer Service Manual
Carrier GTE Series 1-3	Refrigerant Controls
Learning Electricity for Refrigeration & Air Conditioning	UA Refrigeration Mechanical Equipment Service Manuals 1&2
Carrier Semi-Hermetic Compressors	Carrier Compressors Capacity Control
Carrier Open Drive Teardown/Rebuild	Carrier Preventing Compressor Failures
Carrier Why Compressors Fail II	UA Hydronic Heating & Cooling
UA Pumps	UA Rigging
Carrier Troubleshooting Reciprocating Liquid Chillers	Trane A/C Clinic Series
UA Start, Test & Balance	HVAC/R Star Study Guide

Instructional Educational Materials

UA Local 290 Apprentice and Journeyman Training Institute maintains a computer system complete with word processing software, graphic software, audio capabilities, and online access as well as providing a vendor for IT staff support.

Available LMS Classes
Virtual Crane signaling
Signal Person Certification
HVAC Troubleshooting
Related Science
Infection Control Risk Assessment
Orbital Welding
Personal Finance
Star Review
UA Foreman Training
Uniform Plumbing Code
Building Trades Review Plumber
Building Trades Review Pipefitter
Building Trades Review HVAC/R
CL5 Study Guide

PLUMBER INSTRUCTOR CD	STEAMFITTER INSTRUCTOR CD
STANDARD FOR EXCELLENCE	STANDARD FOR EXCELLENCE
PIPE FITTINGS, VALVES SUPPORTS & FASTENERS	PIPE FITTINGS, VALVES, SUPPORTS & FASTENERS
SOLDERING & BRAZING	SOLDERING & BRAZING
PLUMBING FIXTURES & APPLIANCES	HIGH PURITY QUALITY & CLEAN ROOM CONDUCT PROCEDURES
GAS INSTALLATION	GAS TUNGSTEN ARC WELDING
WATER SUPPLY	RIGGING
RELATED MATH	SIGNAL PERSON TRAINING
RELATED SCIENCE	FOREMAN TRAINING
FOREMAN TRAINING	RELATED MATH
MEDICAL GAS	RELATED SCIENCE

HVAC/R INSTRUCTOR CD
STANDARD FOR EXCELLENCE
PIPE FITTINGS, VALVES, SUPPORTS & FASTENERS
PUMPS
AIR CONDITIONING
PNEUMATIC CONTROLS
REFRIGERANT CONTROLS
RELATED MATH
RELATED SCIENCE

III. Roles & Responsibilities:

RESPONSIBILITY OF IMPLEMENTATION & COORDINATION

The Director is responsible for the implementation and coordination of the media services to support faculty and staff. The Director supervises instructional design staff and is responsible for development and implementation of instructional materials and strategies including planning and developing effective instructional design strategies, managing the development of competency-based instructional materials and serving as a faculty resource in the instructional design process. The Director also oversees the IT vendor and works closely with the vendor to ensure that all equipment is in good working order and repaired and replaced as required.

ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

The day to day maintenance of the Curriculum Resource Center is assigned to the Program Coordinators to handle their respective disciplines.

The specific duties of the coordinators include:

- Maintenance of the holdings on at least a quarterly basis to include: weeding of dated materials; indexing new holdings and notifying faculty, staff and students of updates.
- Notifying the IT vendor of any problems with computer or video equipment.
- Notifying the webmaster of any changes in the holdings list.

ORIENTATION FOR USER GROUPS

Media services orientation is provided to all new students by their program coordinator. Staff members receive an orientation by the Director.

Orientation activities include: showing the location of holdings; showing where the acquisition list is located on the website; and providing a demonstration of online resources that are available for reference.

The Director may contract with the outside technology vendor to provide demonstrations on the use of media services for instruction.

FACILITIES

In the program areas, the Assistant Coordinators are responsible for planning, organizing, developing and maintaining their respective areas. Faculty and staff may avail themselves to work areas, computers, copiers and peripheral equipment.

TECHNICAL INFRASTRUCTURE

Technical infrastructure is addressed on a daily basis. Staff members respond to technical support requests as they are received. If onsite staff are unable to provide the support needed, a request is put in to the offsite network administrator. The Network Administrator is available 24/7 for any emergencies that arise. The existing staff computers are backed up by an off-site server. Faculty, students and staff can access the network through passwords. Internet access is also available. Printers and copiers are available in the staff offices and through a wireless network. The current infrastructure allows for us to add up to 100 additional devices without any modifications to the network or server.

BUDGET

Program Budget

Program budgets are developed annually by the Director of Training for JATC review and approval. Portions of the program budget are used to purchase items required to support media services for the program. Equipment requests forwarded to the Director of Training. A line item is available for the purchase of equipment such as computers and projectors. Program budgets are expected to remain at a constant level over the next two fiscal years.

Instructional Budget

Monies are provided for the purchase of large instructional equipment items such as welding machines. These equipment requests also go through the Director and are submitted to the budget process. The annual equipment budget is anticipated to remain at approximately the same level for the next two fiscal years. There is a contract with a vendor for maintenance, repair and replacement of computer equipment that will continue to be in force for the next two fiscal cycles.

Emergency Repairs and Replacements

When a piece of equipment needs to be repaired or replaced, faculty members shall notify one of the assistant coordinators and then they will forward the request to the Director. The Director will then notify the co-chairs. For purchases of new equipment over \$5000, the co-chairs can give immediate authorization. In the case of larger repairs or replacements, the co-chairs can get approval from the board through telephone or email. Bids are required for large purchases. In a case where instruction will be impeded, Instructors can borrow equipment from one of the signatory contractors until the new equipment arrives, with the Director's approval.

IV.Guidelines for Evaluation:

Program Evaluation

Program area media services and materials are evaluated by occupational advisory committees during program reviews to assure they meet the students' learning and research needs. Students have the opportunity to provide feedback on these services and materials through the end of course evaluations. Instructors are responsible for reviewing the evaluations of their respective programs and continuously improving the services provided.

Instructional Evaluation

The Director will continually evaluate the effectiveness of its media services based on feedback from faculty and staff as well as data on curriculum projects. Faculty and staff provide feedback through annual surveys and minutes from the committee meetings with the Director of Training. Faculty and staff have frequent opportunities to provide informal feedback. Goals and priorities will be established to accomplish planned improvement efforts. Based on the most recent feedback and data, the AJTI has begun several initiatives for the upcoming year which include:

- Providing additional professional development opportunities for faculty on instructional design and learning theories
- Promote the use of information resources