

**Adult & Community Education, Columbus City Schools**  
**Media Services Plan**  
**Council on Occupational Education Standard 5**

**Objective**

To provide and utilize a plan that provides and maintains computer, media, and instructional resources to enhance and support student learning and achievement

**Purpose**

This plan will help ensure that Adult & Community Education, Columbus City Schools (CCS) identifies responsible persons to implement a written plan for its media services, which is appropriate for and inclusive of all methods of program delivery.

**Council on Occupational Education Standard**

This plan helps meet criteria for COE Standard 5, Objectives 1-3, Area A.

**Implementation of Media Services Plan**

The Operations Coordinator is responsible for implementing the Media Services Plan. The Columbus City Schools Department of Library Media Services provides support for management of the library.

**Strategies Used to Facilitate the Media Service Plan**

- **Verify the presence and adequate maintenance of learning resources appropriate and essential for the achievement of the objectives for each program offered.**

Learning resources are reviewed and updated according to the district's schedule. The learning tools, technologies, and maintenance provided by ACE include the following:

- Two networked computer labs with full internet access;
  - Three mobile carts for 60 laptop computers;
  - Four classrooms with computer hardware, SMART Boards; large screen televisions; software; video; and sound for multi-media classroom presentations;
  - Wi-Fi
  - Library
  - Education Management System (Infinite Campus);
  - eLearning Resources:
    - ATI – eLearning provider for nursing education and assessment;
    - Ed2go – eLearning provider for general education and assessment; and
  - Onsite Information Technology staff person.
- 
- **Verify that the learning resources are readily available and used by students and faculty who have been oriented to the equipment and programs.**

Students are oriented to media services during program orientation and student success seminars, which occur prior to the start of the program. Staff are oriented during professional development and during nursing faculty staff meetings.

Available resources include the following::

- Multimedia capabilities in each classroom and the library;
  - Networked computer classrooms and offices for student and faculty access to internet resources;
  - School subscription to eLearning programs;
  - Access to school programming for learning tool creation and administration; and
  - Columbus City Schools Help Desk technical support and online IT self-service.
- **Verify that the learning resources meet applicable safety standards.**  
Standards of safety for learning resources include the following::
    - Up-to-date computer technologies;
    - Laptop carts with warning labels; and
    - Internet access secured by Columbus City Schools firewall technology.

### **Annual Plan Evaluation**

The Media Services Plan will be reviewed no less than annually by the Director of Adult Education and the Operations Coordinator and revised as necessary.