



Media Services Plan

Availability of services:

The campus has a Resource Center and Student Services Center available to students. Computers are available for alumni and students during breaks and before/after class where applicable. Resources Center and Student Services Center Hours have signage at those locations and talked about at New Student Orientation:

- **Monday – Friday 8 am – 12 am.**

Materials:

The resource center has assortments of books, manuals, magazines, and videos that students can use. The campus also provides digitized textbooks, workbooks, and prep books, these books are also loaded in their personal laptops. These include Proquest, ASA Prepware, and industry periodicals.

Staff:

Media Services are managed, day to day by the Dean of Student Affairs, while an American Library Association accredited, System Level Librarian manages the overall direction of all Spartan campus libraries.

Role and Responsibility of Staff:

- The roles and responsibilities of the Program Director/Program Chair and Dean of Student Affairs in partnership with the system librarian are to ensure that we are providing adequate media services support in order to prepare students for the FAA Certification process.

Orientation:

The Dean of Student Affairs participates in New Student Orientation with groups of new students and shares the resources that are available to them. The Dean of Student Affairs also communicates with classroom visits and informs students about all the services that the campus offers. As a part of initial onboarding and ongoing faculty classroom training, faculty members are provided a list of learning center resources (as listed in the Materials section above) to supplement their airframe and powerplant lectures and labs.

Facilities and Technical infrastructure:

The Dean of Academic Affairs and Operations maintains the facilities. The computers and technical infrastructure are supported by our IT department and an on-site IT support.

Budget:

The campus administrators and the System Librarian meet regularly to discuss items that are needed to enhance the learning resource centers. These new items are accounted for in the budget.

**Improvements:**

Spartan College has made many improvements. Laptops are issued to students when they start the program. The Delta Air Lines – Delta TechOps Portal has been made available to Students via the internet portal. In addition, the school has added resources such ProQuest and the Student Portal to provide students with more information and tools to help them with the program. Future improvements that are currently being evaluated include:

- Virtual/Augmented Reality
- Recorded Lectures
- General Familiarization Courses (Related to aircraft systems)
- 3D printed models and demonstrations

Evaluation of the Plan:

The Media Services Plan is evaluated on an annual basis through:

- Student Surveys
- Faculty Surveys
- Student Focus Groups
- All Campus Town Halls (Students, Staff, and Faculty)
- Strategic Plan (Facilities)

Follow-up On The Evaluation of the Plan:

- The follow up process will occur in a frequency of a quarterly townhall meeting discussing the findings of our student surveys, faculty surveys, student focus group outcomes, and strategic plan initiatives for our faculty, staff, and administration. From this meeting, action-items will be formulated with specific timelines to navigate through areas of opportunities from the methodologies listed above (Evaluation of the Plan).