Downey Adult School
Media Services Plan

Effective Date: July 1, 2019
Revision Date: July 1, 2022
Revised Date: September 10, 2026

Introduction

Downey Adult School (DAS) media resources are available to students in Student Resource Centers located in each program department, computer labs, and Student Services office. Faculty have access to print, access media resources and services through Student Resource Centers, computer labs, Student Services office, DUSD Communications Center, and the DAS teacher workroom. Media services are available to ensure the achievement of desired learning and program objectives at DAS. The purpose of this plan is to ensure that instructional resources and supplies are available to support the instructional programs offered by the institution.

Scope and Availability of Services

Student Resource Centers

CTE department faculty supply and maintain current and relevant media resources in Student Resource Centers located in each CTE program at DAS. Program hours are listed on program overviews. Resources include the following:

- Audio-visual materials and equipment
- Equipment and applications currently in use in industry
- Manuals of a business, professional, technical, and industrial nature
- Internet access
- Periodicals
- Reference books
- Study guides

Instructional Technology

The district (DUSD) Professional Development team provides professional development as well as assistance to faculty in the design of curriculum, learning activities, and assessments. Distance education services, curriculum, and design are provided to faculty by the Distance Education Coordinator. The district (DUSD) Technology Department also provides services for faculty and staff from 7:30 a.m. to 5:30 p.m. Monday-Friday.

Instructor Workroom

The Instructor Workroom provides copiers throughout the school for instructional use and is open Monday-Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m. The workroom provides the following services:

- Black and white and full color copying
- Basic document creation
- Full color scanning
- Cutting
- Lamination
- Mailing labels
- Business cards
- Posters

Student Services – H61

Student Services provides computers with Internet access for student's use Monday-Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 3:00 p.m.

Roles and Responsibilities

The Assistant Principal is responsible for the implementation and coordination of media services. Additionally, the CTE department chairs advise the Assistant Principal on best instructional practices within their program. The Assistant Principal advises and assists faculty in the selection and/or creation of instructional material and assessments in meeting the objectives of the programs/courses.

Faculty are responsible for monitoring the use of computers and media resources in the classroom and for purchasing and maintaining reference and media resources in Student Resource Centers. Faculty follow the district (DUSD) purchasing policy when purchasing and replacing equipment, materials, and supplies; and they are responsible for notifying the district (DUSD) Technology Department when repair or maintenance of equipment is needed using the district workorder system.

Faculty are the developers of curriculum and, as such, are responsible for the development and maintenance of curriculum and learning resources for all programs/courses. Faculty ensure curriculum and learning resources are available to students when a course is initiated and ensure material is updated at a minimum of every three years. Faculty are responsible for compliance with institutional and industrial safety policies and for assisting with the inventory of materials and equipment used in classroom, computer labs, and labs.

Orientation for Users

As part of the student program orientation, faculty inform students of resources available in Student Resource Centers as well as the proper use of these materials.

The CTE department chairperson of each Student Resource Center is responsible for one-on-one training with faculty on effective instructional practices; development of curriculum, supplemental learning activities, and assessments. Canvas courses are also made available to students and faculty. Implementation, resources, design, and guides are available to faculty through the Distance Education Coordinator.

An administrative coordinator delivers structured New Teacher Orientation training to new teachers. Faculty are responsible for coordinating the development and delivery of the New Student Orientation.

Facilities and Technical Infrastructure

Students have access to computer lab computers during classroom hours. If they need access to computers outside of classroom hours, there are six computers available in the Student Services office (H-61) . There are also two computers available for students in the main adult school office. Problems may be reported by placing a workorder to the district (DUSD) Technology Department.

Classrooms are equipped with Student Resource Centers which are designated areas in each classroom used to provide students with access to a variety of current, relevant, educational material such as textbooks, reference books, periodicals, industry or equipment manuals, audio visual materials, and other learning resources or materials used as supplemental instructional materials.

The district (DUSD) Technology Department is responsible for assisting faculty in the maintenance of facilities and in the maintenance and removal of instructional equipment. Faculty who need assistance with equipment and maintenance submit an electronic workorder describing services needed.

The district (DUSD) Purchasing Department contracts all maintenance agreements with individual vendors for the printers and copiers used throughout the school district. If repairs are needed, the vendor is contacted. If equipment needs to be replaced, the adult school follows the district (DUSD) purchasing procedures.

Budget

Occupational Advisory Committees meet twice annually to evaluate and provide recommendations on program facilities, equipment, instructional materials, and supplies. Faculty and department chairs of programs use this feedback to determine a program budget that will ensure the faculty can deliver and maintain quality training using current and relevant resources and technology. The budget is developed by the adult school administrators and approved by the district (DUSD) school board members. The faculty have authority to spend approved budgets in a manner consistent with their program objectives.

All department chairs are responsible for making the purchases necessary to provide the services under their purview. The adult school administrators receive a monthly budget that covers expenditures, revenue, and capital purchases. All purchases are made in accordance with the district (DUSD) Purchasing Department Policy and Procedures. The adult school receives an annual budget that covers expenditures and purchases related to the coordination of media services and the support of faculty in their development of curriculum.

Evaluation of Media Services

Occupational Advisory Committees annually evaluate each program's learning materials and resources and make recommendations for improvement. At the end of each course, students are asked to complete a course evaluation. The administrators and department chairs review the evaluations and discuss them with each faculty. This feedback is used to set goals, justify purchases, and ensure continuous improvement. The evaluations are also used in the annual program review to determine program and course effectiveness.

Current Inventory of Media Resources

The department chairpersons provide inventory management procedures that assists faculty in keeping an accurate inventory of materials used in the classroom, or lab areas. A review of resources is conducted annually and maintained by the department chairs.

Program capital equipment is inventoried annually as required by the adult school administration.

Educational Materials
Technology Department

The district (DUSD) Technology Department enters into an agreement with adult school programs, which sets forth the duties and responsibilities of each part of the agreement. Generally, the Technology Department is responsible for the following:

- Approval of technology-related purchases to ensure standardization.
- Computer hardware maintenance and repair.
- Disk images and enterprise systems.
- File backups and restoration.
- Intrusion detection and prevention.
- Network hardware, configuration, and connectivity.
- Printers connected to the network.
- Security, software installation, and support.
- Systems troubleshooting, telecommunications, and upgrades.

Faculty and staff contact the district (DUSD) Technology Department to request services through an electronic workorder system. Students should notify their faculty or any other staff of technical issues they may encounter while utilizing adult school software and/or equipment.

Annual Review - Confirmation

An annual review of the Downey Adult School's Media Services Plan will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	