

Media Services Plan

Dymond Designs Beauty School recognizes the need to provide comprehensive media resources, and open access to a wide variety of reference materials. DDBS' mission is to offer the most up-to-date training with an innovative curriculum with the core objective of career placement.

Students have access to learning resources within a modern facility that will prepare them for the workforce. Learning resources include academic/ program-specific materials and equipment that provide students with the ability to demonstrate knowledge while mastering the skills necessary to be successful in any of our programs offered. DDBS is committed to providing educational experiences using industry-specific equipment, program-specific learning resources and appropriate and inclusive methods of program delivery which includes information technology that is current and relevant for each program of study for the institutions orientation to all learnings.

Instructional Media

The orientation to all media services is given and reviewed to staff, students, and instructors at the new instructor/employee/student orientation. All staff/students/employees will have access to the internet, computer software, printers, copier, data on shared drives and other audio/visual equipment. DDBS' quality instructional media supports the educational content of its programs curriculum's. Instructional media is available to each program, including but not limited to; reference materials, audio/visual materials, read aloud software, digital references, online supplemental materials provided by CIMA, Zoom platform and web training tutorials by the Milady and Loreal Platform, Master curriculum binders, catalogs, and manuals are also available for print instructional materials in in the Media Service Room. The students will have access to the learning material in the Media Service Room from 8:30 am till 9:00 pm or during the operational hours of the school.

Coordination of Media Services Roles and Responsibilities

DDBS appoints each instructor for responsibilities of coordinating and implementing media services within their respective programs with guidance and support from the Director of Operations or designee, and each program occupational committee. The Director of Operations maintains records for all media equipment, computers, printers, and network connections at DDBS.

Program Instructors:

- Maintain and oversee the use of program support materials (manuals, technical books, and periodicals)
- Assist in orientation of user groups and any digital technology software training. Instructors also assist with all media services and resources within the institution.
- Recommend specific books, multimedia items, and any specialty media equipment
- Monitor and assist students with the use of computers
- Submit purchase request for technology or instructional equipment
- Direct students to appropriate media resources
- Provide students technical assistance with all educational software and other references for researching information.
- Maintain all assigned learning resources and equipment in accordance with the Dymond Designs Beauty School Media Services Plan
- Create instructional media (both print and non-print)
- Maintain a list of books or a catalog of program reference materials and other resources for delivery of instruction
- Oversee all hybrid instructional learning which consists of test, quizzes, minimum practical application uploaded to digital training platform, and attendance monitoring through digital platform.

Director of Operations/Instructors/ Designee

- Maintain that all assigned learning resources and equipment are in accordance with the DDBS Media Service Plan and the State of Michigan Department of Licensing (Cosmetology)
- Respond to all issues by work orders or purchase orders

Media Service Budget

DDBS has an annual budget for all media services that is reviewed by the Institutional Advisory Board. All instructors must complete a written request form for all media/technology items and submit each request to the Director of Operations or Designee before the beginning of the month.

The Director of Operations or designee will review the requested item(s). The Director of Operations will then evaluate the budget and availability of funds for the department and entity. After the budget has been evaluated, a decision will be made on this purchase funding. The Director of Operations and Admissions Coordinator are responsible for maintaining the budgets and keeping accurate records of expenses for each program department and will work as part of a cohesive team with the CPA Firm (ALG Group), and Mrs. Shaniece Bennett (licensed CPA/Advisory Committee Member). All instructors are responsible for reporting to the Director of Operations or Designee on a written request form for repairs and purchases. Any media equipment that needs repair /purchased will be on an “as need” basis. For replacement equipment, purchases will be based in accordance with normal wear and tear of equipment. The Director of Operations or designee must review all quotes from vendor, suppliers, or maintenance company or person.

Student Learning Resources

Learning resources are available to students during the instructional period as determined by the institutions published hours as stated above in the section listed as Instructional Media. After-hours access to the program’s media may be granted to students by instructors when appropriate supervision is available, and safety can be assured.

Students shall have wireless access to the internet on their own devices anywhere on the campus from DDBS Guest network. Additionally, all administration departments, faculty, staff, and instructors shall have access through the DDBS portal.

Educational Materials

DDBS provides a list of program-specific resources in which the overall responsibility for the availability and coordination of media services is implemented through its instructors. The media room has adequate space, and shelving to house the media resources needed to provide educational materials. The media services lab houses computers available online books as well as the reading materials in our media room and library.

Audio-visual materials & equipment

- Televisions
- Computers
- Projectors

Print and Digital format:

- Audio/Visual aids
- Web training tutorials
- Milady Hard-Copy Books
- Milady Exam Books
- Foundations Book
- Digital books
- Flash Drives
- Instructional DVD
- CD's
- Televisions
- Computers
- Projectors

Media Services for Teachers:

- Milady Master Educator hardcopy/digital book
- Milady Digital Correlator
- Educational slides
- Milady Exam Book
- Cima Digital Training Platform
- Loreal Digital training Platform
- Zoom
- Remind application
- Instructional DVS's
- CD's
- Audio/Video
- Computers
- Projectors
- Televisions
- Rollcall software for student software management
- Instructional manuals, books, and periodicals
- MindTap software to track student performance

Orientation for user groups for instructors, students, and others

The orientation to all media services for user groups for faculty, instructors, students, and others are given and reviewed during all new student and employee orientations as well as on the first day of class. The Director of Operations may designate an instructor or designee to assist in each user groups orientation. Continuing education occurs for all staff as new media services are

added. During orientations all user groups (instructors, faculty, and students) will be instructed on the use and availability of all media and resources during their initial program/employment orientation and again as required when new resources are being implemented during instruction and employment.

Facilities, Technology, and Infrastructure

DDBS educational platform is offered through CIMA which supports the digital training book (Milady) through MindTap for instructional software. Rollcall software is utilized in administration/finance, while Western Digital Software and writing for wired and wireless backup. Software for anti-viruses and firewall protection are monitored by Webroot, while Bitlocker manages all data for encryption. All IT is outsourced through Electronic Brain Solutions. The institution has a budget for all installations, on-going services, and purchases. If network changes are needed to the DDBS technical infrastructure they will be considered as budgetary constraints allow. If there are repairs/purchases needed to media services, all instructors and faculty must complete purchase or work order and submit it to the Director of Operations. The Director of Operations will then check the budget with the Financial Administrator for availability if it is deemed an immediate, potential, or current need. The Director of Operations will then purchase based on available budget allowance and will plan strategically to complete the necessary request as the resources/cash flow becomes open.

Evaluation for Improvement

The evaluation of media services is conducted annually by faculty, employers, and employees, with the use of survey feedback forms. Students are also given a survey upon exiting the program as well. These results and recommendations are used to assist, modify, and improve our school's media services. This will create a better Effectiveness of Media Services with the use of the evaluations and utilizations for continued improvements for media services.

Inventory of Equipment

All property which is purchased from any of the institutions funding sources for the use of the school becomes property of the school. All donated items must follow all health and safety, and data security requirements. All items purchased by the institution **MUST** be on a purchase order and designated to the Director of Operations or Designee for school property records. Lost or stolen property **MUST** be reported to the Director of Operations, who will determine if local law enforcement must be contacted. All lost or stolen property **MUST** be submitted on an authorized form and given to the Director of Operations.

Repair, Maintenance, and Replacement

Dymond Designs Beauty School is committed to providing sufficient media equipment, supplies, and learning resources. It is expected that repairs, replacements, and maintenance will be needed for existing media equipment, supplies, and learning resources. DDBS has procedures for purchases and/or repair of equipment and a plan for maintaining, replacing, and disposing of obsolete equipment found in our Plans, Policies & Procedure Manuel.