

**Created: 10/9/18**

**Revised and Executed:** 1/7/2020; 7/27/2020; 07/26/2021; 12/21/2021; 12/13/2022; 9/28/2023; 10/21/2024; 6/16/2025

**Reviewed/Evaluated:** 01/7/2020; 7/27/2020; 07/26/2021; 12/07/2021; 06/28/2022; 12/13/2022; 9/28/2023; 10/21/2024; 6/16/2025

## **Educational Resources Plan**

Dymond Designs Beauty School recognizes the need to provide comprehensive educational resources and learning tools for students to have open access to a wide variety of reference materials both through distance (hybrid)/traditional education. DDBS has a secure LMS system, CIMA, through Milady that provides our staff and students with access to all digital learning materials within a subscription service plan that offers on-demand learning platforms, eBook, online homework/testing, virtual simulation/lab, and study tools within one location of the platform. Students are allowed access 24 hours a day and not just through traditional training. All instructors and students have accessibility to all learning and media equipment provided for educational training.

### **Availability of Educational Resources**

Dymond Designs Beauty School (DDBS) Educational Resource Plan recognizes the importance of providing comprehensive educational resources and learning to ensure students, instructors, and administrators have open access to a wide range of reference materials through both distance and hybrid instructional delivery. To support this commitment, DDBS utilizes a secure Learning Management System (LMS), called Milady CIMA. The LMS provides students with 24 -hour access to full course content, including subject assignments, procedural and instructional videos, exam preparation for state licensing, digital textbooks, study tools, quizzes and test. The platform supports cosmetology, esthetics, and advanced esthetics programs and allows student to connect and collaborate with instructors and peers. Additional LMS features include instructor course management, integrated lesson plans, automatic grading, student time tracking, robust analytics, progress reporting, and mobile accessibility. Milady operates through a subscription-based service that provides students and staff with centralized access to all digital learning platforms and educational tools. In addition to digital resources, students are issued traditional hard-copy textbooks that complement the LMS and support learning through printed instructional materials and assessments. Instructors are provided with both digital and hard-copy course management materials, while students receive both digital and printed textbooks. This dual-format approach ensures effective instruction and learning across hybrid, and in-person educational environments which meet safety standards through the Department of Licensing and Regulatory Affairs.

Additional learning resources are also provided through the equipment used throughout each department that students, instructors, and others have access to.

All staff, instructors, and 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. 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.

Programs that require the use of other instructional/educational materials, supplies, and equipment are available for use and must be requested in advance for purchase by instructors and faculty. All purchases for equipment and supplies must be requested by staff on request form for

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either technology, equipment, or non-technology in the beginning of every month. Once the request is submitted the Director of Operations or designated personnel will give the denial or approval. If equipment or supplies are approved and purchased, all equipment must be stored by the Director of Operations or Instructors in the designated areas throughout the institution. All inventory such as instructional supplies are tracked by the Director of Operations and the instructors. Supplies are stored within each classroom dispensary and checked by instructors daily. If supplies, equipment, media, additional instructional material are needed the request form must be filled out, signed and dated by the staff member upon request and submitted to the Director of Operations for approval. If there are any emergency purchases for instructional supplies the faculty and instructors will follow the same process as regular purchases, however, inform the Director of Operations or designated person that the purchase request is an emergency. The Director of Operations or designated personnel from the business center will access the emergency and base the purchase according to the budget. All emergency purchases can take up to twenty-four to seventy-two hours to arrive depending on the availability and the company.

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 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.

### **Implementation and Coordination of Educational Learning and Media Resources/ Staff Roles and Responsibilities**

The Director of Operations is responsible for the provision of educational and learning resources/media supplies, and equipment in coordination with all instructors and the Business Center Administrator. The Director of Operations and Instructors are responsible for coordinating, implementing, providing, and maintaining all educational/learning/media/equipment/educational/instructional supplies and resources that are within their respective programs with guidance and support from the Director of Operations and each program occupational committee. The Director of Operations and Instructors will maintain appropriate supplies, shelving, clinical floor supplies/dispensaries for each class, equipment, floor space and adequate storage to accommodate all educational/instructional media resources that are offered by DDBS excluding digital institutional platforms. Hybrid instructional training is granted equal access to identical materials and resources.

### **Program Instructors:**

- Maintain and oversee the use of program support educational learning 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

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- Monitor and assist students with the use of computers
- Submit purchase request for technology or instructional equipment
- Direct students to appropriate learning and media resources
- Provide students with technical assistance with all educational software and other references for research information.
- Maintain all assigns learning resources and equipment in accordance with the Dymond Designs Beauty School educational Resources Plan
- Create instructional learning platform (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 and traditional instructional learning which consists of tests, quizzes, minimum practical application uploaded to digital training platform, and attendance monitoring through digital platform.

### **Annual Budget for all Educational /Learning Resources and Media Services and Supplies**

DDBS has an annual budget for all educational/learning resources and media services reviewed by the Institutional/Occupational Advisory Committee. All instructors must complete a written request form for all learning/educational supplies or resources, media/technology items and submit each request to the Director of Operations or Designee in the beginning of the month. The Director of Operations or designated personnel 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 Business Center Administrator 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 Mrs. Julianna Perry (VP Business Banking Fifth Third Bank/ Institutional Advisory Committee Member) to assist with her expertise during institutional advisory meetings. Mrs. Perry (committee member) sits on our board to advise and review the school budgets annually.

### **Educational Materials available**

DDBS provides a list of program-specific resources in which the overall responsibility for the availability and coordination of educational resources and media services is implemented through its instructors. Within the media room, it provides adequate space, and shelving to house the educational resources media needed for students and staff. Instructors and administrative personnel also have availability to the educational resources on hard-copy and digital platform. The classrooms and media services lab houses computers, available online books, as well as educational/learning resources, materials and equipment.

### **Audio-visual materials & equipment**

- Televisions
- Computers
- Projector

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### **Print and Digital format Materials:**

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

### **Educational/Media/Materials Resources 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
- The 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 educational resources and media for user groups for faculty, instructors, students, and others are given and reviewed during all new student and new employee orientations before the first day of work or class. The Business Center Liaison schedules and trains for orientation for user group. Continuing training occurs for all staff, students, and others as new educational resources services are added. During orientations all user groups (instructors,

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faculty, and students) will be instructed on the use and availability of all educational resources and media resources during their initial program/employment orientation and again as required when new resources are being implemented during instruction and employment. The orientation to all user groups is provided through hands-on training during staff/student orientation. Training provides staff/students with the necessary tools to effectively implement all media/educational resources and online resources. All school rules, policies, and training are provided during orientation which also includes times of access to the media resource room.

### **Facilities, Technology, and Infrastructure for the use of media materials**

DDBS educational platform is offered through CIMA which supports the digital training book (Milady) through Cengage for instructional software. DDBS has computers that are available to all students within the Media Resource Room within the designated hours of operations, which are Tuesday -Wednesday from 8:30am-9:00pm, Thursday-Saturday 8:30am-4:00pm. All students are logged into all applicable software's including the digital book during orientation. After students are enrolled into the digital book all necessary applications for curriculum will be available that is taught at DDBS. 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. 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 the Media Service Room.

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 Business Center 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 of the effectiveness of educational resource services**

The effectiveness of all educational resources and media resources is determined by the number of students enrolled at DDBS. Staff, Instructors, and Students will complete an annual survey to determine if the educational resources/media resources/equipment provided for each program met their needs. Students upon exiting the program will be given a survey which will allow them to evaluate all media, instruction, and educational supplies and equipment. The information from all students and staff will be collected for the Director of Operations to review for any

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modifications or improvements. During the annual employee meeting, staff will discuss the feedback gathered from students, staff, instructors, employers, and employees. The data will then be analyzed to determine effectiveness of DDBS educational/media/technology, facilities, and materials are comprehensive and current. Evaluation of educational resources is conducted annually by faculty, employers, employees, and the institutional advisory committee with the use of survey feedback forms during meetings, and entry/ or exiting orientation. 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 Educational and Media Resources with the use of the evaluations and utilizations for continued improvements for educational resources.

### **Repair, Maintenance, and Replacement of Educational Resources, Media, Supplies and Equipment**

All instructors are responsible for reporting to the Director of Operations on a written request form for repairs and purchases. Any educational/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. For emergency purchases on instructional equipment, the request must be made by filling out an equipment request form, however, the Director of Operations or designated personnel must be informed immediately that the purchase is an emergency. Once the request for the emergency equipment has been received, the Director of Operations and Business Center Liaison will access the emergency purchase based on the need and the budget. Emergency purchases are expected within the timeframe of twenty-four to forty - eight hours or when available from vendor. The Director of Operations or designated personnel must review all quotes from vendor, suppliers, or maintenance company or person

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