

Media Services/Learning Resources Plan

Introduction:

This plan provides for the current programmatic needs and ensures there are adequate media services for all programs, to support the overall institutional mission, and any expected expansion of future residential instructional programs. It also anticipates future needs if additional educational delivery methods are pursued.

Auguste Escoffier School of Culinary Art's commitment to learning resources includes providing media services and supplies for the Culinary Arts and Pastry Arts diploma programs. Learning resources include access to current and relevant media materials such as culinary arts and pastry arts subject books of great variety and access to multiple foodservice and other subject publications through the Library and Information Resources Network (LIRN). Students also have access to Technique Videos and a Glossary of Terms that includes an audio of how to pronounce the word in the Learning Management System (Online Campus).

The Library and Information Resource Network (LIRN) collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business, and Medical programs.

The school's Learning Center includes computers for student use which includes access to printers and copiers.

The Learning Center is an open area and its resources are available to students and Chef Instructors during regular campus hours. LIRN, Technique Videos and Glossary of Terms are available to students by logging into the Online Campus, making it available any time they have internet and device access, 24/7. Students receive an introduction to the resources available to them in the Learning Center on the first day of classes via an orientation from the Registrar. Similarly, any new Chef Instructors or staff are introduced to the resources during their onboarding process in the first few days of employment.

Responsibilities: It is the responsibility of the Registrar to ensure adequate resources are available for students and to execute this plan. The Registrar will collaborate with the Executive Chef as needed to ensure materials are relevant to evolving lessons and academic programs.

Plan:

1. **Resources.** The following resources will be maintained and kept relevant:
 - a. Culinary books — align to curriculum with assistance of Executive Chef;
 - b. Computer workstations — connected to the internet and printer, loaded with standard business software (Microsoft Office) and browser (Chrome);
 - c. Laptops for student check-out - for use in class and/or on campus;
 - d. Online e-Books and publication access (LIRN);
 - e. WiFi — for students to access using their own devices or borrowed laptop throughout classrooms;

- f. Internet — connected to Learning Center workstations and via WiFi throughout classrooms;
 - g. Copier/printer for access via workstations (printer);
 - h. Technique Videos;
 - i. Glossary of Terms.
2. **Scale.** Resources shall be sufficient for student population:
 - a. Computer workstations will have a ratio of no more than 50 students per workstation.
 - b. Laptops for checkout will have a ratio of no more than 75 students per workstation.
 - c. Internet bandwidth will be monitored to ensure adequate bandwidth exists for average load based on number of students and staff on campus at a given time.
 - d. Copier / Printer will have a ratio of no more than 400 students per unit.
 - e. The plan will expand, including appropriate budgeting for the addition of new programs. This includes the assessment of the types of resources needed and the likelihood of differing usage for different types of programs (such as associates program, which will likely require more Learning Center usage for general education courses).
3. **Budget.** The Registrar will confer with the Executive Chef and Chef Instructors no less than annually to identify suggestions for resource additions. Registrar will ensure that an appropriate budget is established for requested resources by partnering with:
 - a. Executive Chef to ensure that Academic Supplies has been appropriately funded; and
 - b. Campus President to ensure that workstation components, including furniture, has been planned.
4. **Procurement.** For accountability purposes, the Registrar is responsible for all procurement of resources. This allows adherence to budgets and the ability for oversight of competing needs for resources. Registrar may have the assistance of Business Manager for vendor referral or purchase order issuance.
5. **Learning Center Evaluation.** As part of the end-of-course survey, students are asked to evaluate the Learning Center offerings at the end of each grading period. Feedback and suggestions are routed to Registrar by the Chief Academic Officer (who receives all end-of-course surveys). The feedback is evaluated and analyzed allowing for modification or improvement to the media services.

Evaluation:

Both students and faculty provide feedback for items that they feel will help support their academic needs. Students are surveyed on media services as part of select end-of-course surveys. Faculty are surveyed to determine the utilization and effectiveness of media services. The results are analyzed and used to modify or improve media services as needed and as approved.