

Media Services Plan

Learning Management System

The iFTI Learning Management System (LMS) is a secure web-based software program for the administration, documentation, tracking, and reporting of training programs, classroom and online events, e-learning programs, and training content. It is an accessible way of providing apprenticeship training course materials to iFTI LMS users. It is an important component of the Instructor Training Program for teachers and students as well as an essential means of fulfilling our role to advance the finishing trades industries through the development and dissemination of educational resources.

Through the LMS students and faculty have access to articles videos, courseware and other materials that are vital, up-to-date and relevant for instructing individuals in the finishing trades.

The most important focus of Media Services Plan is focused on the LMS and the potential to exploit positively its capabilities. We seek to

- 1) Increase awareness and use of the LMS by faculty and students
- 2) Continue to increase the types and variety of data and information available through the LMS
- 3) Work with our third-party provider to enhance user ease

Scope & Availability of Services

The purpose of the instructional media services is to support the faculty and staff with timely, creative, and quality media services and resources and to enrich the experiences of iFTI students by enhancing and extending their bases of knowledge. Through the portal of the LMS access to media services is ubiquitous among faculty, staff, and students. The scope of resources is comprehensive covering all aspects of the finishing trades. The LMS also permits access to these resources by affiliated apprenticeship programs.

Student Learning Objectives

The wealth of curricular and related media available through the LMS is specifically directed toward meeting some of the most important objectives of the Instructor Training Program:

1. Structure classroom lessons to support student learning

2. Create and assess lesson plans for use in apprenticeship training
3. Present material interactively using visual supports like charts and PowerPoint, organize group work, and run group discussions
4. Develop reading and video guides as a way to expand one's knowledge of lesson planning

Roles & Responsibilities

The Director of Curriculum & Instruction is responsible for the implementation and coordination of the media services to support faculty and staff. The Director oversees the continuing efforts to expand the variety and scope of materials that are available through the LMS. K-Learning Group is the vendor that works closely with iFTI to manage and maintain the LMS. The Registrar oversees and works closely with K-Learning Group to ensure that the system is in good working order. All of the core faculty are expected to provide continuing input into the development of curriculum and instructional media.

Orientation

Instructors and students are provided with access to the LMS Learner Manual as a means of orienting them to access the learning resources that are available to them. Both employees and students are introduced to the LMS as a part of their general orientation.

Budgetary Support

Over 25% of the current budget is devoted to curriculum development in addition to a substantial sum dedicated exclusively to operation and maintenance of the LMS.

Maintenance

iFTI has an ongoing arrangement with K-Learning Group to manage and maintain the LMS. Repair, maintenance and/or repair of equipment are handled through third-part vendors on as needed basis.

Evaluation

The Chief Administrator/Director of Curriculum & Instruction continually evaluates the effectiveness of its media services based on feedback from faculty and staff as well as data on curriculum projects. For the coming year, core faculty and staff will meet to formalize the process of evaluating iFTI media services. Specific goals and priorities will

be established to accomplish planned improvement efforts. Students will have the opportunity to provide feedback on these services and materials through the end of course evaluations. Based on the cumulative feedback and data, the Media Services Plan will be revised to provide for specific detailed new initiatives to accentuate both the scope of materials and access to the LMS.