

Immokalee Technical College (iTECH)

Media Services Plan

Mission Statement

The mission of Immokalee Technical College is to empower students through innovative hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

Vision Statement

To be the leader of technical training in Southwest Florida, cultivating student excellence through accessible and achievable workforce education and preparing students to enter employment as skilled, knowledgeable, and productive members of the Southwest Florida community.

Scope of Services

Media services at Immokalee Technical College support instructional delivery, student learning, and workforce preparation by providing industry-relevant instructional resources, technology, equipment, and learning materials aligned with program competencies.

Availability and Access

- Media services are available to all students and instructors through Intranet and Internet connections at every computer station.
- Each classroom is equipped with the Collier County Public Schools standard technology package, including:
 - Teacher desktop workstation
 - Audio enhancement devices
 - 1:1 student computers
 - Interactive whiteboard technology
 - Document camera
 - Video projector capable of projecting hard-copy and electronic images
- Students have 24/7 access to electronic learning resources through the Canvas Learning Management System when internet access is available.
- Career and technical learning resources are available during scheduled instructional days, with after-hours access arranged through administration and instructors when appropriate.

Educational Materials

- Program-specific instructional materials include textbooks, technical manuals, professional journals, audio-visual materials, credentialing resources, simulators, and industry-recommended equipment.
- Health Science programs share central media resource locations; all other programs maintain classroom-based resources.
- Each instructor maintains an electronic resource library within Canvas and identifies new or updated materials needed to enhance instruction.

Facilities, Technology, and Infrastructure

- Standard and program-specific media equipment is permanently housed within each classroom or lab.
 - Classrooms include appropriate storage fixtures and furnishings.
 - Campus-wide wired and wireless connectivity is provided by Collier County Public Schools, including guest wireless access.
 - Network services, servers, filters, and infrastructure comply with the Child Internet Protection Act (CIPA).
 - Acceptable Use Policies govern all staff and student access to technology resources.
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Major Activity

Coordination of Media Services and Responsibilities

Media services are implemented through coordinated roles:

Program Instructors

- Maintain program media resources, software, updates, and electronic materials
- Submit requisitions for books, electronic materials, and specialty equipment
- Remove outdated resources
- Orient and assist students with technology and program-specific software
- Maintain Canvas LMS pages and program reference lists

System Support Technician (SST)

- Maintains computers, printers, networks, projectors, document cameras, and classroom audio systems
- Responds to work orders, installs software, reimages computers, restores files, and supervises student tech workers

Building Technology Coordinator (BTC)

- Serves as liaison to CCPS Technology Department
- Oversees technology equipment distribution

- Assists with inventory management
- Leads technology training initiatives and mentors employees
- Provides Canvas, hardware, and software support

Testing Lab Proctor

- Administers CASAS Goals assessments
- Maintains testing databases
- Reports results to Student Services
- Ensures compliance with testing agency requirements

iTECH Administration

- Oversees all learning resource needs
- Ensures equitable access and alignment with program competencies
- Approves requisitions and secures funding
- Coordinates district and school initiatives

Orientation and Training

- Staff Orientation: New employees receive district and school-based training and peer mentoring.
- Ongoing Training: Continuing education and vendor-provided training are offered throughout the year.
- Student Orientation: Students are introduced to media services during program orientation, with continued support as needed.

Inventory, Maintenance, and Replacement

- All purchased property belongs to Collier County Public Schools.
- Items valued at \$5,000 or more receive property ID numbers.
- Items under \$5,000 are tracked through Destiny Library Management System.
- Losses, theft, or vandalism are reported to law enforcement and documented in annual inventory reports.
- Repair, maintenance, disposal, and replacement are completed collaboratively by administration, SST, BTC, and office staff, with annual funds allocated.

Budgetary Resources

iTECH prepares an annual budget supporting media services through:

- State Workforce Funding
- Tuition revenue
- Student lab fees

- Dual Enrollment FTE
- Grant funding (when applicable)

Budgeted expenditures include:

- Computers and software
- Printing services
- Equipment repairs
- Furniture, fixtures, and equipment

Each instructional program receives an equipment budget. Requisitions are reviewed and approved by the College Director based on available funding and program need.

Evaluation of the Plan and Stakeholders with Whom the Plan Is Shared

Evaluation

- Media services are evaluated annually by faculty in collaboration with business advisory committee members.
- Student feedback is collected through the Spring Student Survey.
- SST and BTC contribute through school and district technology meetings.
- Evaluation findings inform adjustments and improvements to media services, resources, and technology infrastructure.

Annual Review History

- Reviewed and Approved – 4/21/2021
- Reviewed and Approved – 8/3/2021
- Reviewed and Approved – 8/9/2022
- Reviewed and Approved – 8/8/2023
- Reviewed and Approved – 8/6/2024
- Reviewed and Approved – 8/4/2025

Stakeholders With Whom the Plan Is Shared

Internal Stakeholders:

- iTECH Administration
- Program Instructors
- Students
- System Support Technician
- Building Technology Coordinator
- Office Management

External Stakeholders:

- Collier County Public Schools Technology Department
 - Business and industry advisory committees
 - Granting agencies and regulatory bodies (as applicable)
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Summary

This Media Services Plan ensures that Immokalee Technical College provides current, relevant, and well-maintained media resources in support of instructional excellence. Through coordinated responsibilities, sustainable budgeting, and annual evaluation with stakeholder input, iTECH maintains continuous improvement and equitable access to learning resources aligned with workforce demands.