Technology Media Plan

2019-2023

Beaver Beauty Academy

OVERVIEW

The Technology Media Plan and Review Process is designed to guide our use of technology from July 1, 2019 – June 30, 2023, with annual reviews and revisions.

PHILOSOPHY STATEMENT

The Technology Media Plan Initiatives and Goals outlined in this document have been developed to support the specific goals set by the Institutional Advisory Board by the school leadership and select staff and are in alignment with the institution's vision, mission, goals, values, and strategic plan.

VISION STATEMENT

The vision of Beaver Beauty Academy is to become a world class beauty and barber institution providing exceptional technical training that transforms lives and strengthens communities, while meeting our mission for the benefit of every student, every day.

MISSION STATEMENT

The mission of the Beaver Beauty Academy is to provide high-quality technical training that will enable our students to pass state licensing exams, attain employment, and successfully compete in the rapidly changing beauty industry

SCHOOL GOALS

1. Foster Student Success
2. Advance the Development of the Institution
3. Provide a high value learning experience
4. Pursue quality and continuous improvement
5. Meet community and workforce needs
6. Supporting faculty & staff through strong professional development

INSTITUTIONAL VALUES

1. Meet students where they are
2. Focus on student success
3. Provide a high quality learning experience
4. Work collaboratively and build relationships
5. Advance diversity, equity & inclusion

STRATEGIC PLAN OBJECTIVES
1. Ensure Academic and Creative Excellence
2. Provide an Empowering Student Experience in a Cohesive Community
3. Building a Powerful Brand
4. Enhance the Technology Infrastructure
5. Enhance fiscal stability and planning
6. Process improvement, implementation, monitoring & accountability

TECHNOLOGY MEDIA GOALS
1. Standard instructional technology resources are available in classrooms across the institution.
2. Provide students with iPads or Chromebooks at a 1 to 1 student to device ratio.
3. Identify equipment that needs to be replaced and/or provided, costs, and replenishment cycle.
4. Ensure students and staff have access to the necessary internet connectivity required to meet learning objectives.
5. Develop a data base of instructor demo on the institutions private YouTube Channel.

TECHNOLOGY MEDIA RESOURCES

<u>Milady Standard Textbooks-</u> The institution's curriculum is primarily supported by The Milady Standard suite of textbooks and teacher resources published by Cengage for each of the programs offered.

<u>Milady Standard Instructor Support Resource Kit-</u> The institution's curriculum is primarily supported by The Milady Standard suite of textbooks and teacher resources published by Cengage for each of the programs offered.

<u>MindTap Digital Learning Solution-</u> extensive online learning platform use to complement face to face classroom theory and demonstration lesson.

<u>Milady Instructor Support CD-Roms-</u>Instructors are able to assign specific tasks, due dates, add content and develop lessons using the multitude of instructor resources available on the platform as well as via the Milady instructor support CD-Roms and curriculum binders.

<u>Institution Library-</u>The school library is located in the student resource center and houses a small collection of titles ranging from business and finances to time management and first aid. Additionally, we maintain copies of outdated Milady textbooks for use periodically as some editions contain relevant information that the recent editions may have omitted.

<u>Prestige School Empowerment Software -</u> Beaver Beauty Academy utilizes, Prestige School Empowerment Software as the student information system (SIS). The system is used by all staff members and students.

<u>Student Resource Center & Computer Lab-</u> The student resource center also houses the campus computer lab. The computer lab housed in the student resource center and is home to 8 computer work stations, one of which is dedicated to resources used for state board exams. Students can access and view the NIC produced practical video guide for each program offered as well as helpful resources such as candidate testing bulletins, steps to applying for licensure, and much more.

<u>Standard classroom technology-</u> includes teacher workstation or laptop computer, overhead wireless camera with projection capabilities, 3 student work stations, & a smart TV.

<u>WiFi-</u> The institution has 5 Wi-Fi networks that provide 2 Gigs capable of supporting over 50 devices on the network simultaneously. There are two Wi-Fi networks reserved for the use of the school administration and instructors. All departments are equipped with a 55 inch or larger Smart TV on a mobile cart.

Technology Media Plan Scope & Availability of Services

Technology Media Resources	Person Responsible for Implementation	Role & Responsibility	Orientation Conducted by	Facility/Technical Infrastructure	Funding Source
Milady Standard Textbooks	Dr. Beaver & Ms. Travers	Dr. Beaver completes order requisition Ms. Travers places order	Instructor	Students store textbooks in lockers or on person.	Student Fees
Milady Standard Instructor Support Resource Kit	Dr. Beaver	Dr. Beaver completes order requisition Ms. Travers places order	Milady Online Training Facilitated by Dr. Beaver during onboarding.	Kit housed in instructor classroom.	General Budget
MindTap Digital Learning Solution	Dr. Beaver & Ms. Travers	Dr. Beaver completes order requisition Ms. Travers places order	Instructor	Students store textbooks in lockers or on person.	Student Fees
Milady Instructor Support CDRoms	Dr. Beaver	Dr. Beaver completes order requisition Ms. Travers places order	Milady Online Training Facilitated by Dr. Beaver	Kit housed in instructor classroom.	General Budget
Institution School Library	Dr. Beaver	Any staff member can request additions to the library. Dr. Beaver Approves the purchase. Ms. Travers places order.	Dr. Beaver covers during new student orientation.	Library housed in Student Resource Center	General Budget
Prestige School Empowerment Software	Started by Dr. Beaver. Continued support provided by instructor for students. Third	Dr. Beaver directs Ms. Travers when to create staff & instructor accounts and	Dr. Beaver covers during new student orientation and during new	Internet based program accessed through Wifi.	General Budget

	party software company trains instructors & staff.	enroll and establish new student accounts.	teacher/staff onboarding.		
Computer Lab	Dr. Beaver & Ms. Travers	Dr. Beaver facilitated the procurement and installation of the lab. Ms. Travers works with a third party vendor to maintain & repair the hardware needed.	Dr. Beaver covers during new student orientation and during new teacher/staff onboarding.	Wifi	General Budget
Standard classroom technology	Institutional Advisory Board identified standard classroom equipment. Dr. Beaver handled implementation.	Instructors are responsible for the safe use and reporting repairs or technical difficulties to Ms. Travers. Ms. Travers works with a third party vendor to repair equipment.	Dr. Beaver covers during new student orientation and during new teacher/staff onboarding.	Wifi	General Budget

Evaluation
The Director of education continually evaluates the effectiveness of the technology media plan based on feedback from faculty and staff as well as data from student surveys and day to day communication. On an annual basis, instructors and staff meet to review and evaluate the technology media plan. Specific goals and priorities will be established to accomplish planned improvement efforts. Students will have the opportunity to provide feedback through the student survey.

CONSUMABLE RESOURCES & INSTRUCTIONAL EQUIPMENT RESOURCES

Instructional Equipment- instructional equipment is used in the facilitation of demos. In most cases students are supplied with a kit that contains the equipment needed to practice, provide client services and practical assessments. Additional equipment is available if students should need to use it. Instructors notify administration if and when equipment needs to be replaced or replaced using a purchase order form.

Product & Supplies- Products and supplies used in the facilitation of demos, student practice, client services and practical assessments are stocked and inventory is managed through the use of our SIS. When supply gets low, instructors or the system will provide notification of shortages and orders are placed to replenish supplies.

Equipment Repair, Maintenance & Replacement
Beaver Beauty Academy has an ongoing arrangement with a third party vendor to manage, maintain and repair the computers and virus software. The repairs and/replacements are initiated by a work order or purchase order form that can be initiated by a staff, instructor or student. Upon receiving a repair/replacement request, the item is inspected by Dr. Beaver or Ms. Travers, before a work order or purchase order is executed.

Acquiring new Equipment & Maintaining Current Inventory

Upon employment, new instructors are tasked with creating a wish list of equipment, product and supplies needed to facilitate and enhance learning objectives. After discussion with the director of education, the requested items are ordered as long as certain specifications are met ex. the equipment is needed and not in the current inventory. Additionally, instructors submit work orders for equipment needing repairs and/or replacement.