

# THE SALON PROFESSIONAL SCHOOL OF COSMETOLOGY

## **Educational Resource Plan**

The Salon Professional School of Cosmetology 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. SPSC 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.

### Availability of Educational Resources

Students have access to learning resources within a modern facility that will prepare them for the workforce. CIMA (Milady) which is our school's Learning Management System (LMS) requires students to sign-in to receive access to access to all instructional materials, curriculum, exams, quizzes, syllabi, and much more. The eBook also comes with read-out-loud accessibility. This platform also stores portfolio materials for gainful employment opportunities upon completion/licensure of all programs.

Learning resources are available to students during the instructional period as determined by the institutions published hours as stated above in the section listed as instructional media. After- hours access to the program's media may be granted to students by instructors when appropriate supervision is available, and safety can be assured.

Students shall have wireless access to the internet on their own devices anywhere on the campus from SPSC Guest network. Additionally, all administration departments, faculty, staff, and instructors shall have access through the SPSC portal. Students shall have wireless access to the internet on their own devices anywhere on the campus from SPSC Guest network. Additionally, all administration departments, faculty, staff, and instructors shall have access through the SPSC portal.

Programs that require the use of other instructional/educational materials are available for use and must be requested in advance. All inventory is tracked by the Director of Operations and the business center for all instructional and educational supplies. Instructors check out inventory through supply/equipment request forms that must be signed, dated, and submitted to the Director of Operations for approval. After approval any supplies/equipment is updated to a form and tracked daily/weekly if needed.

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 a 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.

## Orientation for User Groups for Staff/Students

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.

## Implementation and Coordination of Educational Media Services Staff Roles and Responsibilities

The Director of Operations is responsible for the provision of educational/media services and supplies in coordination with all instructors and the Business Center Administrator. The responsibilities include coordinating, implementing, providing, and maintaining all educational/media services, educational/instructional supplies, media resources/services that are within their respective programs with guidance and support from the Director of Operations and each program occupational committee. The Director of Operations will maintain appropriate supplies, shelving, clinical flooring supply rooms/dispensaries for each class, floor space and adequate storage to accommodate all educational/instructional media resources that are offered by SPSC excluding the 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 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
- Monitor and assist students with the use of computers
- Submit purchase request for technology or instructional equipment
- Direct students to appropriate media resources
- Provide students technical assistance with all educational software and other references for researching information.
- Maintain all assigned learning resources and equipment in accordance with The Salon Professional School of Cosmetology Media Services Plan
- Create instructional media (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 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 Media Services

SPSC has an annual budget for all educational media services reviewed by the Institutional/Occupational Advisory Committee. All instructors must complete a written request form for all media/technology items and submit each request to the Director of Operations or Designee before the beginning of the month. The Director of Operations or designee 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. Shaniece Bennett

(licensed CPA/ Institutional Advisory Committee Member), and Mrs. Julianna Perry (VP Business Banking Fifth Third Bank/ Institutional Advisory Committee Member)

#### Educational Materials available

SPSC provides a list of program-specific resources in which the overall responsibility for the availability and coordination of media services is implemented through its instructors. The media room has adequate space, and shelving to house the media resources needed to provide educational materials. The media services lab houses computers available online books as well as the reading materials in our media room and library.

#### Audio-visual materials & equipment

- Televisions
- Computers
- Projectors

#### 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
- CD's
- 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
- Zoom
- Instructional DVD's
- CD's
- Audio/Video
- Computers
- Projectors
- Televisions
- SMART
- Instructional manuals, books, and periodicals
- MindTap software to track student performance

#### Orientation for user groups for instructors, students, and others

The orientation to all media services for user groups for faculty, instructors, students, and others are given and reviewed during all new student and employee orientations as well as on the first day of class. The Director of Operations may designate an instructor or designee to assist in each user groups orientation. Continuing education occurs for all staff as new media

services are added. During orientations all user groups (instructors, faculty, and students) will be instructed on the use and availability of all media and resources during their initial program/employment orientation and again as required when new resources are being implemented during instruction and employment.

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

SPSC educational platform is offered through CIMA which supports the digital training book (Milady) through Cengage for instructional software. All staff/students/employees will have access to the internet, computer software, printers, copier, data on shared drives and other audio/visual equipment. SPSC 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. Master curriculum binders, catalogs, and manuals are also available for print instructional materials in in the Media Service Room.

SMART 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 media services

The effectiveness of all educational and media resources is determined by the number of students enrolled at SPSC. Staff, Instructor, 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, instructional, and educational supplies and equipment. The information from all students and staff will be collected for the Director of Operations to review for any 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 SPSC educational/media/technology, facilities, and materials are comprehensive and current. Evaluation of educational services is conducted annually by faculty, employers, and employees, with the use of survey feedback forms during 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 Media Services with the use of the evaluations and utilizations for continued improvements for media services.

#### Repair, Maintenance, and Replacement of educational media supplies

All instructors are responsible for reporting to the Director of Operations on a written request form for repairs and purchases. Any 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. The Director of Operations or designee must review all quotes from vendor, suppliers, or maintenance company or person.

The Salon Professional School of Cosmetology is committed to providing sufficient media equipment, supplies, and learning resources. It is expected that repairs, replacements, and maintenance will be needed for existing media equipment, supplies, and learning resources. SPSC has procedures for purchases and/or repair of equipment and a plan for maintaining, replacing, and disposing of obsolete equipment found in our Plans, Policies & Procedure Manual