

## EDUCATIONAL RESOURCES PLAN

### INTRODUCTION

The Lancaster County Career and Technology Center (LCCTC) is committed to leveraging cutting-edge technology to prepare students for lifelong learning and career success. Instructional delivery integrates traditional methods with advanced tools such as desktop computers, laptops, tablets, interactive whiteboards and panels, network file-sharing systems, cloud services, and e-learning platforms. This blended approach fosters interactive, engaging, and adaptive learning experiences, equipping students to navigate the technological demands of their future careers effectively.

### ANALYSIS

#### A. Educational Resources

1. LCCTC has developed a comprehensive, written Media Services Plan aligned with the institution's goals. The plan encompasses:
  - **Scope and Availability**
  - **Educational and Relevant Materials**
  - **Leadership and Responsibilities**
  - **Facilities and Budget**
  - **Evaluation and Improvement**
1. **Scope and Availability**

Media resources and services are accessible both online and continuously available. Students can utilize a variety of resources through Canvas, whether onsite or offsite, to support their learning needs.
2. **Educational and Relevant Materials**

A wide array of current and relevant educational materials is provided, including reference books, professional periodicals, technical manuals, audiovisual resources, internet access, and other media. These materials align with the institution's educational objectives and support student learning.
3. **Leadership and Responsibilities**

The implementation and coordination of media services are managed by designated staff, including administrative (IT and Curriculum), supervisory, and instructional personnel. Faculty members and the Occupational Advisory Committee (OAC) ensure that all resources remain up-to-date and aligned with industry standards.

**4. Facilities and Budget**

Adequate facilities and annual budget allocations are provided to support the effective use of media services. Supplemental funding from individual program budgets and grants further enhances the acquisition and maintenance of resources.

**5. Evaluation and Improvement**

Annual evaluations are conducted to assess the effectiveness of media services, with results used to guide improvements.

The LCCTC operates five locations—Willow Street (main campus), Brownstown, Mount Joy, the Lancaster County Public Safety Training Center, and the Practical Nursing Training Center. Facilities include computer labs, mobile computer units, and Learning Resource Centers, supported by a full-time Technology Director, Systems Administrator, and three IT Technicians.

The Educational Resources Plan ensures the availability of diverse instructional resources, such as the EBSCO Host online database, while exploring additional online learning tools for student remediation. Faculty and students are surveyed annually to evaluate media services and identify training needs, with professional development provided accordingly.

The Lancaster County Career & Technology Center (LCCTC) provides a variety of media resources to support student learning, including reference books, technical manuals, videos, computers, and internet access. Learning Resource Centers, located at the Health Science and Willow Street campuses, offer supplementary academic and technical reference materials essential for completing classroom research assignments. Each program maintains a collection of industry-specific resources within its respective lab to ensure alignment with educational and professional standards. Computers are readily accessible through mobile laptop carts. Additionally, the LCCTC utilizes the EBSCO Host online database and actively explores alternative online learning platforms to enhance academic remediation efforts.

LCCTC conducts annual surveys of instructors and students across all locations to assess the effectiveness of media services and identify training needs. Staff training is integrated into the new faculty orientation program and ongoing professional development sessions throughout the academic year. Based on survey findings, the Supervisor of Curriculum and the Technology Director coordinate and deliver targeted training on media resources, focusing on data management, database utilization, and classroom technology integration.

The annual budget for media and technology is embedded within LCCTC's overall appropriations. Supplemental funding from individual program budgets and grants further supports the acquisition and maintenance of media and technology resources.

## B. Instructional Equipment and Supplies

LCCTC maintains a system for tracking instructional equipment through the CSIU Assets Database. Key highlights include:

- **Inventory System**
- **Emergency Repairs and Purchases.**
- **Up-to-Date Equipment**
- **Replacement and Disposal**
- **Safety Standards**

### 1. **System for Instructional Equipment Inventory**

The IT Department manages an inventory of all media and instructional equipment using the CSIU Assets system, which includes an asset management module as part of its technology management package.

### 2. **Emergency Acquisition and Repair of Equipment**

The LCCTC Business Office allocates funds within the general budget and capital reserves to ensure the timely acquisition and repair of equipment during emergencies. These funds are documented and readily accessible through the Business Office.

### 3. **Availability of Relevant and Up-to-Date Equipment**

LCCTC's Occupational Advisory Committees (OACs) conduct annual program reviews and provide recommendations to ensure the use of industry-standard equipment for student instruction. When new equipment is purchased, any usable replaced equipment is repurposed to support other programs, maximizing efficiency and resource utilization.

### 4. **Written Plan for Equipment Maintenance and Disposal**

The LCCTC adheres to the Joint Operating Committee (JOC) policy for the replacement or disposal of obsolete equipment. Situations are reviewed at least twice per academic year, with decisions made on a case-by-case basis. Special attention is given to the disposal of equipment such as computer monitors and batteries, which is coordinated with local waste management facilities and technology recycling centers. All computer hard drives are erased in compliance with Department of Defense (DOD) standards before physical disposal.

### 5. **Compliance with Safety Standards**

The OACs conduct annual reviews of equipment safety within program labs, ensuring adherence to the manufacturer's documented safety standards. Any equipment posing significant safety risks, including risks of severe injury or death, is addressed through rigorous training and safety protocols.

## C. Instructional Supplies

- **Availability**
- **Purchasing and Storage**

- **Funding**
- **Emergency Access**
- **Safety Compliance**

1. **Availability of Instructional Supplies**

Each program is allocated a consumable supply budget to support student learning needs. Additionally, instructional resources such as multimedia carts, portable televisions/Interactive panels, laptop carts, projectors, and portable sound systems are available to all faculty members across all locations.

2. **System for Purchasing and Storing Instructional Supplies**

Program-specific supplies are maintained within individual classrooms and lab areas. Each location is also provisioned with a centralized area for shared instructional supplies. The institution strategically purchases and maintains a limited inventory of supplies to ensure cost efficiency while providing high levels of support and responsiveness.

3. **Budget Allocation for Occupational Education Supplies**

A dedicated supply budget is maintained by the IT department to support initiatives such as supplemental network equipment, cabling supplies, support software, media cables, and office supplies. All instructional programs are allocated a budget to procure essential materials, including printer toner cartridges, rewritable media, and exam or certification preparation materials and software.

4. **System for Emergency Purchases**

The LCCTC Business Office maintains a fund within the general and capital reserve budgets to support emergency purchases of instructional supplies, ensuring continuity in classroom and business operations. These funds are documented and managed by the Business Office.

5. **Readily Available First Aid Supplies**

All classrooms are equipped with first aid kits, while each building has a defibrillator on-site and access to a First Aid nurse for immediate response to emergencies.

6. **Compliance with Safety Standards**

All required instructional supplies include Safety Data Sheets (SDS) and designated safety stations where applicable. Instructional supplies adhere to the necessary safety standards, which are strictly followed by both instructors and students. Many of LCCTC's programs are nationally certified, having undergone thorough reviews of their curriculum, equipment, and safety protocols to meet the standards set by accrediting organizations.

## **CHALLENGES AND PROPOSED SOLUTIONS**

To maintain its competitive edge, LCCTC must address several challenges:

- **Updating Standards**
- **Budget Constraints**
- **Inventory Management**

## **SUMMARY**

LCCTC remains committed to providing state-of-the-art learning resources, equipping students with the skills necessary for lifelong learning and workforce success. By continually exploring advancements in technology and fostering critical thinking, the institution ensures its position as a premier learning institution in Pennsylvania.