



Media Services Plan 2021

PURPOSE:

The Media Services Plan outlines the media services available for instructors and students to use throughout the duration of their program, and details the use of media in instruction as well as the technical infrastructure required to sufficiently utilize the media for instruction.

ACTIVITIES TO ACHIEVE PLAN:

Instructors will follow the outlined plan to ensure all Media Services are being performed to the outlined standards of the plan.

ROLES AND RESPONSIBILITIES:

The Executive Director is responsible for maintaining and updating the Media Plan with the assistance and guidance from employees, students, employers, and advisory committee members.

Instructors are responsible for researching additional media sources and purchasing sources as needed. In the event that instructors have an issue following the plan or obtaining a source request, he or she must voice a concern to the Executive Director and Founder.

Instructors are also responsible for following the plan.

METHODS OF EVALUATION:

Exit Survey

Staff Meeting Minutes

Advisory Board Meeting Minutes

Industry Research and Trends

REVIEW AND EVALUATION:

All information obtained on the Student Satisfaction Survey will be used to evaluate the effectiveness of the plan. Information obtained from employers and industry professionals can be extremely helpful in deciding what to add or remove from the media plan.

This plan will be reviewed annually by the members of the Advisory Board Committee, as well as annually from the faculty with the ability to provide input at all regular faculty meetings. Meeting agendas and minutes will reflect the review.

All input and recommendations from employees, students, and advisory board members will be revised and redistributed.



RELATED PLANS, POLICIES, REPORTS, AND PROCEDURES:

2020 Policies and Procedures Manual

RELATED FORMS AND DOCUMENTS:

Exit Survey

PLAN:

- Corporate officers are responsible for the implementation and coordination of media services.
- A budget is created to cover the purchases of additional media supplies as needed.
- A budget is created for necessary repairs of existing media equipment.
- Instructors are in charge of notifying students of media services available for their use. In addition, Media Services are discussed at Orientation.
- The institution and faculty maintain a current inventory of media supplies.
- Inventory is updated when items are used and acquired.
 - When items become outdated, they are destroyed and removed from the inventory list.
- Inventory is maintained on an annual basis.
- Materials will be purchased when employees recognize new items which would benefit the students and/or faculty.
- Any employee or student can request items for the media library.
- Additions to the media library must be communicated to staff during staff meetings.
- Instructors are responsible for utilizing and maintaining media center materials.
- Students may check out media materials through any employee.
- Facilities will ensure that each class start date has a permanently assigned classroom that can comfortably sit up to 16 students
- Facilities will always maintain assigned shop space and equipment to ensure all start dates have sufficient time with hands-on learning and machine use according to program curriculum
- All classrooms will maintain the following technical infrastructure in order to properly utilize media for instruction:
 - A functional PC or laptop connected to main server with access to all documents and media
 - Internet and WIFI access at a minimum 100 Mbps
 - 70" or larger Smartboard screen or smart television to project videos and presentations
- All shop instruction areas will maintain the following technical infrastructure in order to properly utilize media for instruction:
 - Internet and WIFI access at a minimum 100 Mbps



- Camera and overhead video display mounted in instructional areas where gathered students will have trouble seeing hands-on demonstrations
- When media equipment needs to be repaired an instructor must communicate the need with the Founder or Executive Director.
 - The Founder or Executive Director will determine if the media equipment needs to be repaired or replaced.
- Institution asks members of the annual advisory committee for suggestions on how to improve the media library.
 - Recommendations are listed in the meeting minutes from the committee meeting.
- When students finish their course, they are asked to evaluate the media resources during their exit interviews.
- The faculty and staff are to evaluate the media library annually.
 - The director reviews the evaluations and uses them to improve the library materials. They are also used to update, purge or modify materials for the upcoming year.

INFORMATION TECHNOLOGY AND DATA SAFETY

- All computers have virus protection software installed and have regularly scheduled scans by Lenity.
- All student data is stored on The Fab School server and only authorized personnel have access.
- Administration and faculty use separate WIFI and LAN connection.
- Students have a separate WIFI connection for specific coursework.
- All current students' paper files are stored in a locked, fireproof cabinet.
- All dropped, failed, and graduate students are maintained in a locked cabinet and a digital copy is stored on the server.
- Only designated staff has access to student records.
- All software has exclusive user names, passwords, and user rights assigned.
- The Fab School server is housed in a locked room. All network data is backed up continuously through a back-up server.
- All employees of The Fab School use designated credentials to access departmental files and information on The Fab School server.
- The Fab School maintains student grades in FAME, Student Information Software. We have a monthly service for technical support for the software.
- Accounting and student accounts are maintained in QuickBooks. We pay an hourly support charge if we have issues with the software.
- Student clock time is managed in Guestvision. We have a monthly service for technical support for the software.
- Financial Aid is managed in an online portal system provided by our third-party servicer, Boston Educational Network (BEN).
- Phone, email and text messaging is used to communicate with current students, prospective students, and graduates.



- LeadSquared is used and managed by our staff to communicate with current students, prospective students, and graduates. We have a monthly service for technical support for the software. Employees use designated credentials to access student information.
- Instructors use Microsoft Powerpoint, Bendtech Software, SolidWorks and instructional videos as a learning tool and resource for students.
- The Fab School contracts all IT maintenance with Lenity Tech Inc.
- Information Technology is budgeted within the Repairs and Maintenance, Outside Services, and Office Expenses.

All materials listed below are accessible by students and staff. Students may watch videos upon request from his or her instructor. In addition, many magazines listed below donate magazines on a monthly basis for students to take home.

Fundamentals of Fabrication

- *Race Car Vehicle Dynamics* by William F. Millken & Douglas L. Millken
- *Chassis Engineering* by Herb Adams
- *Pocket Ref* by Thomas J. Glover
- *Practical Mechanics and Strength of Materials* by Leigh and Mangold
- *Welding Principles and Applications* by Larry Jeffus
- *Welding Journal Magazine*
- *4WD Toyota Owner Magazine*
- *The Fabricator Magazine*
- *Performance Racing Industry Magazine*
- *Off-Road Industry Magazine*
- *Dirt Sports Magazine*
- *Front Suspension Geometry Pro* by Auto-Ware
- *Bend Tech Pro* by 2020 Software Solutions
- *Blocking and Smoothing* by Ron Fournier
- *How does a Bilstein Shock Absorber work?* <http://www.youtube.com/watch?v=W4ZZYqRVzLc>
- *Drive shaft velocity* <http://www.youtube.com/watch?v=qmV4qwLfOMY>
- *Ackerman Steering – Explained* <http://www.youtube.com/watch?v=oYMMdjbmqXc>
- *Differentials – Explained* <http://www.youtube.com/watch?v=Hv0jYDWp0ZA>



- Transfer Case – Explained <http://www.youtube.com/watch?v=K1qj8dHTmP4>
- Car Steering - Rack and Pinion – Explained <http://www.youtube.com/watch?v=Z1Y14AejfQU>
- Suspension basics/ Alignment http://www.youtube.com/watch?v=_D_vq8gnMms
- Perfect Steering <http://www.youtube.com/watch?v=WpZcRBfJIYA>
- How Differential Gear works <http://www.youtube.com/watch?v=K4JhruinbWc>
- Lesson 1 - The Idea of the Center of Gravity - Demonstrations in Physics <https://www.youtube.com/watch?v=YN2oALaRfL4>
- TIG Welding Tips - 3 Tips that Matter Most - WeldingTipsAndTricks <https://www.youtube.com/watch?v=UNAAhwieNhU>
- Welding Mild Steel Sheet Metal | TIG Time <https://www.youtube.com/watch?v=zrPIbYnvDdo>
- Modern Marvels - Welding http://www.amazon.com/gp/product/B0050WUYV8/ref=dp_dp_ep9
- Modern Marvels – Aluminum
http://www.amazon.com/gp/product/B0050WFI2S/ref=dp_web_yvl_list_pr_1
- American Craftsman <http://vimeo.com/107055609>
- DREAM.BUILD.DRIVE <https://vimeo.com/93566294>
- The Art of Welding - By William Galvery (book)
- Center of Gravity Height - Longacre Racing Products <http://www.longacreracing.com/technical-articles.aspx?item=42586>
- Lazze metal shaping <https://www.youtube.com/user/lazzemetalshaping>
- The Art of Bead Rolling - vol. 1 - Jamey Jordan DVD
- The Art of Bead Rolling - vol. 2 - Jamey Jordan DVD
- Beading Machine Basics - Ron Covell DVD
- Advanced TIG Welding - Ron Covell DVD
- Vintage Race Car Crashes - <https://www.youtube.com/watch?v=yba5kOOXJaM>
- How a HANS Device Works - <https://www.youtube.com/watch?v=8E8BKuLqM9c>
- The Safety Belt in F1 - <https://www.youtube.com/watch?v=BWTLUWW7Bq0>
- 120MPH Mega Crash! – Fifth Gear - <https://www.youtube.com/watch?v=R7dG9UizeFM>
- Smart Car Crash Test – Fifth Gear - <https://www.youtube.com/watch?v=mnl-LiKctuE>
- Crash Test Month – Crashing Into a Tree at 55mph - <https://www.youtube.com/watch?v=mWegXQ81TKw>
- Crash Test Month – Flipping a Convertible - <https://www.youtube.com/watch?v=Btv0XqE9za8>
- Crash Test Month – Truck Hitting a Bollard - <https://www.youtube.com/watch?v=HAKCypsQIQk>
- Justin Lofton Vegas to Reno 2015 - <https://www.youtube.com/watch?v=fbiq-tlSeZ0>
- Road to The Mint 400 – Steve Olliges - <https://www.youtube.com/watch?v=blg5VnvBQIq>



Digital Design and Manufacturing

- *Engineering Black Book* by Pat Rapp Enterprises
- *CNC Machining Magazine*
- *Tool & Manufacturing Engineers Handbook* by Society of Manufacturing Engineers
- *Machining and CNC Technology* by Michael Fitzpatrick
- *Identifying thread pitch and size* <http://www.youtube.com/watch?v=Gdvtw0pTAOs>
- *Thread measurement-The three-wire method*
<http://www.youtube.com/watch?v=QGBRwXwxnuU>
- *The three-wire method video* <http://www.youtube.com/watch?v=XnLiTPGE6pk>
- *Reading the standard micrometer* http://www.youtube.com/watch?v=i_jyqJkJuJE
- *Dial caliper use* http://www.youtube.com/watch?v=uTCoO_1ctj0

Advanced Composites and Technologies

- *How to Make Carbon Fiber Parts* <https://youtu.be/WnYLwQCizRE>
- *Mold Making for Carbon Fiber Infusion* <https://www.youtube.com/watch?v=YdaAbfHsqHs>
- *Advanced Composites Basic Materials* <https://youtu.be/3HZqrB8oA2U>
- *Carbon Fiber Construction* https://www.youtube.com/watch?v=504I_hJDFck
- *Carbon Fiber Prepreg Layup* https://www.youtube.com/watch?v=TNWZmfJBm_M
- *Wet Layup Process* <https://www.youtube.com/watch?v=Tuv8uiPMKtg>
- *Composite Body Repair* <https://www.youtube.com/watch?v=fd-xLwnUuMM>
- *Concept Car* <https://www.youtube.com/watch?v=T0ewcSIXR4Q>
- *Guide to Vacuum Bagging* <https://www.youtube.com/watch?v=TBa8ZaVwWOI>