

Media & Technology Advisory Committee (MTAC)

David W. Butler High School

Co-Chairs: Anne Bucci, Media Coordinator

Stephanie Ferron, Technology Facilitator

Purpose of MTAC

- ▶ Serve to strengthen the media and technology program and in turn strengthen the total instructional program in the school
 - ▶ Promote positive relationships among media and technology personnel, teachers, students, and administrators
 - ▶ Serve as a line of communication between the school and community
 - ▶ Assist in maintaining a balanced collection of resources and equipment
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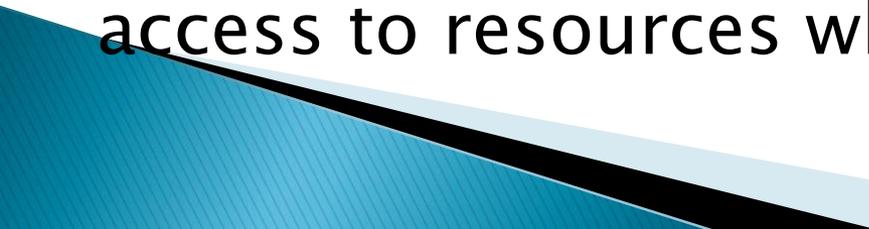
Makeup/Membership of MTAC

- ▶ Principal
 - ▶ School Library Media Coordinator (Co-Chair)
 - ▶ Technology Facilitator (Co-Chair)
 - ▶ Representative from each department
 - ▶ Parent representative
 - ▶ Student representative
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Functions & Responsibilities

- ▶ Serve in an advisory capacity to the media and technology staff and program
 - ▶ Maintain a collection of resources which reflects curricular and individual needs in all formats
 - ▶ Promote media and technology program
 - ▶ Assist with planning media and technology program, setting goals and priorities, evaluating the effectiveness of the program, and considering problems which arise
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What are some things the MTAC can do to promote the Media & Technology Program?

- ▶ Encourage the integration of information and technology skills into the study of other subjects by planning with teachers to provide appropriate activities to enhance student learning.
 - ▶ Promote access to the media center and computer labs through flexible scheduling.
 - ▶ Promote access to the services of the school library, media coordinator, and technology facilitator to support classroom instruction.
 - ▶ Determine if circulation procedures and policies are as simple as possible and allow students access to resources when needed.
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What are some things the MTAC can do to promote the Media & Technology Program?

- ▶ Initiate book fairs, technology nights, family reading programs, technology literacy classes, and other activities which strengthen and promote the media and technology program.
- ▶ Communicate expectations — what teachers expect from the media and technology program and what the media coordinator and technology facilitator expect from teachers.
- ▶ Solve problems (i.e., insufficient materials on a given topic for several classes/grades to study it at the same time; computer labs for remedial packages vs. flexibly accessed computer labs for curriculum-related activities; levels that certain material should be used).

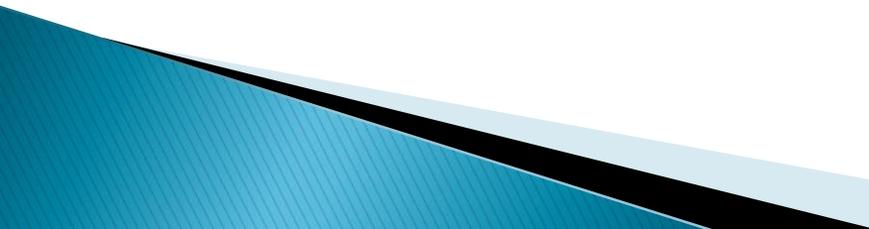
Balancing the Media & Technology Collection

- ▶ A primary responsibility of MTAC
 - ▶ All members should provide input for hardware, software, and resources
 - ▶ Needs of the school – curriculum areas, learning styles, formats, and interests
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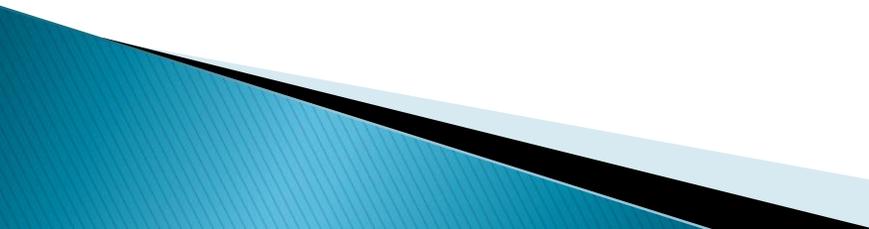
Process should include:

- ▶ Examine the present collection—review inventory records, recent Annual Media and Technology Reports, circulation records.
 - ▶ Review the budget—the MTAC should be informed of all available funds in order to set priorities for expenditures.
 - ▶ Examine the objectives and curriculum of the school—changes in curriculum, new textbook adoptions, etc.
 - ▶ Consider special needs—replacement of materials and equipment, requests that cannot be met, school-wide emphasis on certain areas.
 - ▶ Consider needs and interests of students.
 - ▶ Consider new technologies—The MTAC should initiate and plan for acquisition and maintenance of up-to-date technologies throughout the school.
 - ▶ Review the selection policy.
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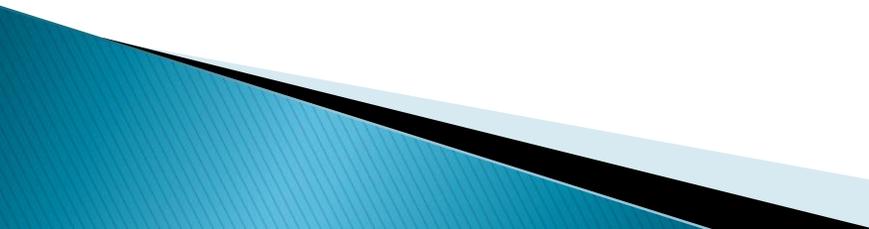
Process should include: ...

- ▶ Determine and prioritize school-wide needs.
 - ▶ Review, evaluate, and preview materials—media and technology personnel should use approved lists and selection tools
 - ▶ Make recommendations for purchase.
 - ▶ Assist in evaluating resources when they are received—read books, preview software.
 - ▶ Assist in evaluating gift materials—use same procedures and criteria as selecting new materials.
 - ▶ Assist in the continuous evaluation of the collection—which materials and equipment should be weeded from the collection. Worn and obsolete materials discourage students and teachers in their search for reliable information, they encourage users to handle materials carelessly, and they distract from the appearance of the collection. It is much worse to provide misinformation than to provide no information.
 - ▶ Serve on reconsideration committees to re-evaluate challenged materials.
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Responsibilities of the Technology Facilitator and Media Coordinator

- ▶ Be an effective leader —plan well and be prepared for MTAC meetings. Don't waste the time of committee members. Make certain everyone is aware of their responsibilities and committee procedures. Provide agendas prior to the meeting.
 - ▶ Keep up-to-date on available materials and equipment.
 - ▶ Be involved in the school curriculum— attend grade level or departmental meetings, be familiar with courses of study, competency goals, and textbooks.
 - ▶ Provide the MTAC with appropriate reviewing sources, criteria, and procedures for evaluations.
 - ▶ Conduct interest inventories with students to determine current topics of interest.
 - ▶ Provide the MTAC with inventory, circulation, and request information.
 - ▶ Provide materials for hands-on examination when possible.
 - ▶ Keep a consideration file—important to verify information for ordering and to justify the purchase.
 - ▶ Make professional judgments regarding the addition of new resources to the school and its collection.
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Responsibilities of Teachers

- ▶ Keep the faculty informed of the selection process.
 - ▶ Actively seek input from teachers and students.
 - ▶ Inform teachers of what the MTAC has determined to be school wide priorities and support the decisions of the committee.
 - ▶ Ask opinions of other teachers when searching reviews.
 - ▶ Inform teachers of recommendations for purchase.
 - ▶ Actively participate in and support the selection process.
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Results of an Active MTAC

- ▶ Public relations tool for the school's media program
 - ▶ Increased instructional enrichment and enhancement when media and technology resources are used
 - ▶ MTAC members model the effective use of a variety of resources available
 - ▶ Make media and technology needs known to principal and other teachers
 - ▶ MTAC is the eyes, ears, and mouthpiece for media and technology program
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