CHAPTER SIX

INSTRUCTIONAL SUPPORT
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6.00.00 LEARNING RESOURCES CENTER

The Learning Resources Center consists of three departments: the Media Services Center, the Academic Success Center, and the Library. The Learning Resources Center provides students with instructional support services and materials designed to help overcome educational disadvantages, academic difficulties, and to facilitate learning. The Learning Resources Center also assists faculty and staff with selection and use of materials and equipment to facilitate the accomplishment of their duties.

A. Participation by Faculty, Staff, and Students

Faculty, staff, and students are urged to participate in the selection of materials, and in the evaluation of services. Faculty members particularly, are encouraged to utilize the LRC staff, resources, and services when planning and implementing instructional programs and activities.

B. Faculty/Staff Contact

Each semester, a member of each department in the Learning Resources Center will contact faculty and discuss various instructional support services the department offers. All faculty and staff are invited to tour the Learning Resources Center and ask for demonstrations of equipment, materials, and services.

6.01.00 LIBRARY

The Library provides books, audiovisual materials, resources, and services, which supplement each program of study. To maintain an inventory of appropriate titles, faculty and staff are urged to participate in both selection and discard of materials. Faculty and students are also asked, annually, to evaluate Library services, staff, and materials. The Library welcomes suggestions for changes that will strengthen the Library’s goal of instructional support. Suggestions can be submitted online through the Library’s webpage at www.richmondcc.edu/_library/index_library.html.

A. Purchase Recommendations

Written recommendations of items for purchase may be given to Dean of Learning Resources at any time. Book order cards are prepared as resources are identified, and orders are placed when funds are available. During the spring semester, faculty and staff are asked to review the next year’s periodical order before it is placed.
B. Evaluation and Weeding Collection

Faculty members are asked annually to examine library materials related to their subject areas and to recommend titles for retention, replacement, or discard. Whenever library staff identifies titles for possible discard, faculty members are notified thirty (30) days prior to actual discard so they can review these materials and either approve or disapprove the discard recommended action(s).

C. Class Assignments

Faculty are urged to notify Library personnel prior to making class assignments that will involve using Library resources, and to discuss specific assistance students will need to complete an assignment. Faculty members are also encouraged to give librarians a copy of the assignment sheet, especially if it includes specific criteria for materials, which may be used to complete the assignment.

D. Reserve Materials

Upon faculty request, Library personnel will place books and other materials on reserve for the use of a specific class or individual student. At the end of each semester, library material will be removed from reserve status and returned to the regular collection. Personal items belonging to faculty will be returned to them unless a request is made to extend the reserve.

E. Student Orientation

Library staff is available to instruct students on the use of reference materials and research techniques, as well as a general Library orientation. Faculty should schedule orientation sessions for classes at least one week in advance. Each semester, students enrolled in ACA 115 are required to attend a library orientation and complete an exam, as part of the course assignments. The orientation is also available through the Library’s webpage for use by Distance Learning students.

F. Subject Bibliographies

Bibliographies of materials available in the Library are provided to faculty and staff upon request.

G. Interlibrary Loan

Library staff will request books and periodical articles for faculty, staff, and RCC students upon written request. There may be a fee for some periodical articles.
H. Faculty and Staff Loan Policy

Faculty and staff may arrange to check out books, audiovisual equipment, and other materials to keep in their offices or classrooms for a semester at a time, with renewal necessary at the end of the semester.

At the end of each semester, all faculty and staff will be informed as to materials and audiovisual equipment checked out in their name and asked to return the items to the library or to arrange for an extended checkout period.

I. Fines and Fees for Library Materials

Library patrons are responsible for the items checked out from the library. A fine may be assessed for any overdue items. These fines are located in the annual fee schedule approved by the Board of Trustees. Items that are damaged or lost shall incur a replacement fee plus any administrative fees to replace the item.


6.02.00 MEDIA SERVICES CENTER

The Media Services Center provides audiovisual equipment, materials and services, which supplement each program of study. To maintain an inventory of appropriate equipment and materials, faculty and staff are urged to participate in both selection and discarding of materials. Faculty members are also asked to evaluate Media Services annually and to suggest changes or additions, which will strengthen the Media Services’ goal of instructional support.

A. Audiovisual Production Services

Audiovisual production services include, poster printing, and video duplication within the guidelines of copyright law.

Faculty and staff may request videotaping of programs. Faculty may schedule videotaping of lectures, speeches, and other classroom activities. Two week’s advanced notice is requested for scheduling tapings.

B. Classroom Facility

The Media Services Center includes classroom 127. This is a distance learning classroom in which students and instructors from classrooms across the country can interact with each other via a polycom system that relays audio and video between two points of contact.

Use of the classroom should be scheduled ahead of time with the Curriculum Office and the Media Services Coordinator.
6.03.00 ACADEMIC SUCCESS CENTER

The Academic Success Center offers a variety of instructional materials and services to RCC students as well as to members of the general public.

Faculty and students are asked to evaluate Academic Success Center services annually and to suggest changes or additions, which will strengthen the Academic Success Center's goal of instructional support.

A. Tutorial Assistance

Free tutoring is available to any RCC student who is having academic difficulty. Computer and video tutorials are also available.

Faculty members are encouraged to refer students who need assistance to the Academic Success Center staff. Instructors must complete a referral form for each student, with information as to particular problems or study activities. This form is given to the Academic Success Center staff. Upon request, instructors will get periodic progress reports on students they have referred for tutorial help.

Faculty members are encouraged to recommend and approve students who would make qualified tutors for their subject area. Student tutors are used when possible, and professional tutors may be employed if no other qualified assistance is available.

Tutoring is arranged to suit individual student schedules whenever possible. Tutorials may be a combination of small group sessions, supervised drill on basics in the ASC computer lab, and individual tutoring. The specific need of each student is assessed by ASC staff using information from the referring instructor, conferences with the student, and other evaluation.

B. Individualized Instruction

The Academic Success Center provides programmed (self-study) books and materials that allow each student to progress at his own pace. Trained coordinators work with each student to analyze his needs and to select the materials and study experiences best suited to help him.

C. Testing

Faculty members are encouraged to bring make-up tests to the Academic Success Center for coordinators to administer under monitored conditions. Faculty members are asked to give open book tests when possible. Completed tests will be
stored in the locked test box until picked up by the faculty member. Testing hours are limited to specific days and times. See webpage or the Academic Success Center Coordinator for testing hours.

Distance Learning Testing will follow the same guidelines for on-campus students. Guidelines for all testing are posted in Academic Success, on the LRC website, and in the Student Handbook.

D. Study Skills

Study skills videos/DVD’s are available for students to view. Academic Success Coordinators, student workers, and tutors will work with students to improve their study skills.

E. Writing Skills

Handouts are available that inform students the appropriate guidelines for writing papers at Richmond Community College. Computers in Academic Success have numerous programs on the ASC resource page menu to assist students with grammar, writing, and speech skills. Academic Success Coordinators, student workers, and tutors will work with students who need one-on-one help with writing or any form of communication skills. Additional writing skills support is available in the DeWitt Writing Lab.

F. Selection and Evaluation of Materials and Services

Faculty and students are encouraged to recommend materials for use by students and/or Academic Success Center staff and to recommend changes in policies and services during the annual College survey and evaluation, or at other times as necessary.

G. Mathematics Skills

Several videotape series and CD ROMS are available for math tutorials. Mathematics sites are on the ASC resource page menu of each computer, which give students guidance from Basic Math through Calculus. Academic Success Coordinators, student workers, and tutors are available to work with students who need one-on-one assistance. Additional math skills support is available in the DeWitt Mathematics Lab.

H. Orientation

Faculty members, especially ACA instructors, are encouraged to bring students to the Academic Success Center for orientations to discuss ASC services and
resources. The Academic Success coordinators are also available to attend classes to provide an overview of the tutoring program, and resources and services offered.

*History Note: Amended Effective: June 12, 2012.*