FUNCTIONAL STATEMENT

Directs activities and program developments of the Instructional Resources Service Center (IRSC). The IRSC offers assistance and consultation to faculty in examination of instructional objectives, overall strategy planning, organization of instructional media, development of media evaluating systems, and the necessary followup for effective development and implementation of programs.

IRSC Staff

The selection, location, production, evaluation and effective uses of media are coordinated for faculty and staff by the center:

Provide and maintain movie projectors, slide projectors, overhead projectors, and P.A. systems in 13 auditoriums on campus.

Provide P.A. systems in two auditoriums in the Business Administration building, plus providing P.A. systems in 3 large Kuykendall Classrooms.

Maintain and operate a closed-circuit television (CCTV) system in Kuykendall Hall where videotaping is done for instructional analysis, micro teaching, recording of instructional demonstrations, role-playing for students; and for classes designed to teach video production, etc.

Provide portable video recording equipment (Portapak Betamax and 3/4" U-Matic) on a short time check-out basis to campus users (faculty, students).

Provide training and certification for users of the Portapak and video-editing facility. Such certification is necessary for all people using IRSC Portapaks and video-editing facilities.

Provide a video dubbing facility for making duplicate video tapes or for transferring recorded material from one format to another. Seven formats (3/4", Beta I, Beta II, Beta III, VHS 2, VHS 4, VHS 6) are available in 32 different combinations.

Provide a video projection facility that projects a 4 foot (measured diagonally) color video image. The facility is equipped to play Beta I, II, III, and 3/4" U-Matic, and can be connected, via telephone line, to the Computing Center for projecting CC materials.
A Graphic Media Design section designs, prepares and develops graphic materials to enrich and support instruction.

Provide and maintain Self-Service facilities for those faculty/staff and students who wish to produce their own instructional materials. The Self-Service facility contains equipment and supplies for 29 different types of media materials production. Use of facilities are free, but users are required to pay for supplies consumed.

Coordinate the preview, evaluation and selection of films to be added to University's film collection.

Provide a film catalog listing and annotating all films in the Films Collection. This listing is completely computerized (for information purposes, not for booking purposes).

Maintain a Media Lab with facilities for faculty and students to use self-paced materials for learning AV equipment operation.

Conduct Media Workshops for Manoa faculty and staff, according to their expressed needs concerning media usage, or the development of their media skills.

Provide a 35mm slide duplication service, including such special services as cropping, color correction and title slide production.

Provide a Campus Central Repair facility where campus owned AV equipment is repaired. Owner departments are charged only for parts plus a nominal service fee. There is no charge for labor.

Have available for faculty check-out users, a 35mm SLR camera and a super 8 camera, with accessories for both.

Provide consultation to students, faculty and staff on matters relating to media use, media skills and media techniques for teaching/learning, as well as guidance in producing AV-type materials.

Maintain open-access files on media sources and media reference materials.

Researcher

Provides consultation and services for faculty evaluation, instructional development and research (reports, surveys, analyses) on academic issues and problems.

Assists the OVPAA with institutional research and evaluation of experimental programs.