



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: INSTRUCTIONAL MATERIALS PRODUCTION	Code: EE0101
---	--------------

Policy Reference: E100, Instructional Support

All instructional materials prepared by faculty may be produced or reproduced under the following two levels of support observing MATC copyright standards (see Administrative Regulation and Procedure EE0100):

- I. SELF-SERVICE SUPPORT - Material is charged to instructional departments.
 - A. Handout Material Preparation - Faculty offices may have computers and typewriters available to prepare handouts. In addition to this equipment, media/computer centers and the Faculty Resource Centers have facilities to scan text and graphics into word processors, test scoring, statistical analysis, and references for development.
 - B. Handout Material Duplication - Copy machines are located throughout the district for faculty to reproduce up to 20 copies. Each campus Faculty Resource Center has a duplication center where faculty may reproduce runs of up to 100 total copies. For higher volumes, the Bindery on the Milwaukee provides duplication services with a 48-hour lead-time. Color copies are only available through the Milwaukee Campus Bindery.
 - C. (AV) Presentation Material Preparation- The Faculty Resource Centers on each campus have computers, digital and 35mm cameras, audio recorders, and video recorders (Camcorders) for faculty to prepare their own AV material for classroom presentation. Faculty may also check out data/video projectors for displaying their multimedia materials.
 - D. (AV) Presentation Material Duplication - The Library on Milwaukee Campus and Media Center on regional campuses will process requests to duplicate audio and videotapes with copyright clearance and where editing is not required. All technical/professional services are to be requested as described in Section II as follows.
- II. Professional Support Service - Faculty who need professional production services for art, photography, editing, typesetting, printing, programming, etc. and have budget or project funds may obtain support services coordinated by the Instructional Design Division.
 - A. Manuals and Books - Faculty preparing course materials to be published at MATC need to contact the Faculty Resource Center for assistance in materials development and coordination of production service.



Title: INSTRUCTIONAL MATERIALS PRODUCTION	Code: EE0101
---	--------------

- B. On-Line and Computer-Based Education - Faculty preparing computer-assisted instruction, interactive video, computer-managed instruction and on-line instruction need to contact the Faculty Resource Center for assistance in material development and coordination of production.
- C. Audiovisual Materials - Faculty preparing audio recordings, video recordings, slide presentations, and computer presentation graphics need to contact the Faculty Resource Center for assistance in material development and coordinating production. The development of videoconferences and Distance Learning/TV College projects begins with Instructional Design.

Office of Responsibility: Instructional Design