



Assessment Record

Program: ADA Accommodations Office

Assessment period: 2017-2018

Program or Department Mission:

The purpose of the Jefferson State Community College ADA Accommodations Office is to ensure equal access to classroom material by providing appropriate and reasonable accommodations to self-identified students with disabilities so they may have equal opportunities to develop and demonstrate their academic skills, while maintaining the academic integrity of the College programs; and to disseminate information concerning ADA/504 compliance and accessibility matters to students, prospective students, faculty, staff and interested community members.

Service Unit Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
(1) Students with disabilities will be aware of the services available through the ADA Accommodations Office.	Feedback from incoming students obtained during intake interviews with data collected from ADA registration forms signifying how students became aware of the services of the office.	ADA Accommodations Office brochures, publications, online content and information about the services offered will be readily available to all interested individuals.	To increase awareness and access to the services of the ADA Accommodations Office an interactive website was developed allowing students to apply for services, request accommodation letters, and to download forms required for implementing services. Along with the placement of colorful ADA Office posters on all JSCC campuses, brochures, documentation guides and business cards are placed in high traffic areas to inform students of how to seek services. Additionally, the ADA webpage is easily accessed through the JSCC homepage on standard and mobile	The Unit will continue to monitor and maintain the interactive website and monitor the placement of posters, brochures, business cards, information in catalog and handbook publications, along with data obtained from incoming student intake interviews so that information is easily obtained by interested individuals. As the college researches ways of reaching students through innovative methods, the ADA

			devices, along with ADA Office locations being cleared marked on the Jefferson and Shelby campuses. The unit continues to explore ways to ensure that all students are aware of accommodations and services available through the ADA Office.	Office will continue to evaluate resources as an effective tool in reaching potential ADA students.
(2) Information about academic accommodations will be provided to faculty, staff, students, prospective students, parents, appropriate professionals and outside agencies.	Evaluation determined by of numbers of telephone and in-office conferences, and ADA presentations.	The goal is that %100 of all individuals who request information from the ADA Office will receive information concerning disability accommodations at the college.	<p>Telephone Conferences 1379</p> <p>In-Office Conferences 889</p> <p>Presentations 18</p> <p>The data represents information requests received by the ADA Accommodations Office through in-person consultations and telephone conferences, as well as presentations made to prospective students/parents, staff/faculty members, and community agencies/professionals providing comprehensive information on ADA accommodations and services to all interested parties.</p> <p>Additionally, the JSCC online Faculty Orientation includes the ADA Faculty/Staff Handbook readily available to faculty members seeking assistance with providing accommodations for students.</p> <p>ADA Faculty/Staff Handbooks are also available on the ADA Office website and obtainable in hard copy format.</p>	<p>The Unit provided information about the ADA Accommodations Office and its services to all interested individuals including, but not limited to, local high schools/ guidance counselors, the Alabama Department of Rehabilitation Services, along with JSCC advising staff members, the ADA Advisory Committee, New Student Orientations, and faculty and staff presentations.</p> <p>Presentations made to prospective students/parents, staff/faculty members and community agencies increased 16% during the academic year. Telephone conferences decreased slightly due to the ADA Office's interactive web presence with in-person consultations trending in conjunction with the total ADA student population served.</p> <p>A video was presented during the ADA Advisory Committee meeting aiding understanding and awareness of Autism.</p>
(3) Students who have the required documentation will	Comparison of student requests to	100% of students with disabilities who complete the process for eligibility	97% of students requesting ADA accommodations received accommodations with 3% having	For qualified students determined eligible for services, the unit coordinated with

<p>receive reasonable and appropriate accommodations.</p>	<p>accommodations and services provided.</p>	<p>within the ADA Office will receive their approved accommodations.</p>	<p>insufficient, or no documentation for services.</p> <p># ADA Students served (duplicates) during the Fall, Spring, Summer 636</p> <p>ADA student distribution per campus:</p> <p>Shelby Campus 62%</p> <p>Jefferson Campus 31%</p> <p>Pell City 5%</p> <p>Clanton 2%</p>	<p>students, faculty, staff, and other departments to provide appropriate accommodations. Students with insufficient or no documentation were referred for appropriate, professional documentation evaluations through private or community based services.</p> <p>Although the percentage of students served through the ADA Office adjusted slightly during the academic year, data show that students requesting accommodations and having appropriate documentation for services has increased from the prior academic year.</p> <p>The percentage of ADA students amongst the four campuses remained relatively similar from the previous academic year resulting in no significant difference.</p>
<p>(4) Accessibility to classroom material will be supported by providing information, assistive equipment, scribes, readers, note takers, sign language interpreters, captioning and test proctoring for instructors.</p>	<p>Comparison of requests to number provided of alternative textbooks, assistive equipment and accessible services.</p>	<p>The benchmark is to provide support to %100 of qualified students with disabilities requiring accessibility to classroom materials.</p>	<p>During the 2017-18 academic year the following accommodations were provided:</p> <p># classes w/assistive technology (accessible comp/lab stations, FM Systems, CCTVs, and tables, chairs and foot-stools) 70</p> <p># of classes w/Interpreters, Captionists, Scribes, and Note Takers Provided 445</p> <p># Tests Proctored 466</p>	<p>Test proctoring for faculty members remained the same from the prior year, with classes utilizing accessible comp/lab stations, FM Systems, CCTVs, tables, footstools and chairs slightly decreased.</p> <p>Classes utilizing interpreters, Captionists, Scribes and Note Takers increased from 362 to 445, approximately 23%.</p> <p>To ensure ADA compliance in distance education a DocSoft appliance and software system</p>

			<p>(Data represents the accommodations provided for %100 of requested classroom accommodations.)</p> <p>Additionally, systems have been implemented to ensure that all students in online learning platforms may equally access educational materials.</p>	<p>was bid and chosen for purchase in collaboration with JSCC Distance Education and IT. Docsoft: AVS solution utilizes the Docsoft: AV appliance and the Docsoft: TE software to provide Closed Captions and Transcripts. It also provides users with an automatic transcription, time codes, or a manually produced transcript. The Docsoft: AVS is an automated captioning system that allows users to submit media content electronically from a web interface.</p>
<p>(5) Confidential records will be maintained for all self-identified students with disabilities.</p>	<p>Internal audit of ADA hard copy office and electronic records.</p>	<p>The goal is to ensure that the ADA records are secure and accessible only to authorized individuals. No unsecured access occurred throughout the academic year.</p>	<p>While electronic records in Banner are permission secured, ADA hard copy files are encased in locked file cabinets on the Jefferson and Shelby-Hoover campuses. ADA records are accessible only by authorized individuals. While all records are secure, newer methods have been investigated for use of a fully electronic filing system.</p>	<p>While all records remained secure during the academic year, use of an interactive ADA website and of One-Drive provided an innovative system for electronic ADA data files, along with Banner. The Information Technology Department will continue to restrict security to current electronic files only to appropriately designated ADA Office personnel.</p>
<p>Plan submission date: 10-8-2018</p>			<p>Submitted by: Anne Sherman</p>	