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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **ADA Accommodations Office** | **Report period:** | | **2015-2016** | |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| **GOAL 1: Students with disabilities will be aware of the services available by the ADA Accommodations Office.** | Importance is placed on increasing consumer awareness of the ADA Accommodations Office. Interested students with disabilities will easily be able to obtain and/or locate information about the ADA Office, potential accommodations and available services.  Funding is requested through the Strategic Plan. | Information available through publications, brochures, presentations and online content regarding the ADA Accommodations Office are readily accessible to interested individuals seeking accommodations for a disability in higher education. | For the 2015-2016 academic year ADA brochures, business cards, faculty and student handbooks, along with ADA website content were updated.  During the academic year ADA Accommodations Office brochures and business cards are distributed throughout each campus location and placed in areas such as Enrollment Services, the GED/Testing Centers, libraries, and the Student Center. Updated information about the ADA Office is also readily available in the Catalog, Student Handbook, and on the JSCC/ADA website.  This goal is ongoing to facilitate the objective of providing accommodations for potential students. |
| **GOAL 2: Information about academic accommodations will be provided to faculty, staff, students, prospective students, parents and appropriate professionals and outside agencies.** | 1. Interested staff and faculty members will receive information about disability accommodations and services through presentations, workshops, memos, and through individual conferences. 2. Interested students, parents and community professionals will receive information about disability accommodations and services through publications, presentations, conferences and online content.   Funding is requested through the Strategic Plan. | 1. By regularly participating in professional development offerings the ADA Director is afforded the opportunity to maintain current on information involving the ever changing ADA legal and regulatory issues. 2. The unit is proactively involved in community awareness opportunities for consumers such as the Alabama Association on Higher Education and Disability, the Alabama Department of Rehabilitation Services (ADRS), College Prep Workshops and High School Transitions Fairs. | 1. The ADA Director was a guest speaker and/or presenter at four (4) faculty/staff presentations including an Advisory Committee meeting to discuss and plan how the ADA Office may best collaborate with faculty and staff in providing optimal services for students, and the Instructional Administrative Council to develop a checklist for faculty in providing academic accommodations . 2. The ADA Director hosted on the Shelby-Hoover Campus the 2016 Alabama Association on Higher Education and Disability (AL AHEAD) Workshop for community professionals including area high school guidance counselors, attended the 2016 Alabama Counseling Association Conference in Montgomery, AL and the 2016 National AHEAD Conference held in Indianapolis, IN. The ADA Director was a guest speaker and/or presenter at four (4) ADRS College Prep programs, seven (7) New Student Orientation sessions for newly enrolled JSCC students, one (1) High School Transition Fair, and additionally one (1) AL Ahead Workshop providing information on ADA services to interested consumers.   This goal is ongoing; however, the ADA Office is constantly searching for newer and better ways to reach potential students. |
| **Goal 3: Students who have the required documentation will receive reasonable and appropriate accommodations.** | In order to exhibit mastery of course material students registered with the ADA Office will have equal opportunity in education by receiving accommodations and services available to eligible students with disabilities.  Additional funding is requested for test proctoring security cameras in the Jefferson Campus ADA Accommodations Office. | The unit will coordinate through multiple campus departments with faculty, staff and students to provide reasonable and appropriate accommodations to ADA eligible students. | 1. Approximately 1,427 accommodation letters informing instructors of appropriate and reasonable accommodations and services for both credit and non-credit courses were provided for ADA eligible students.   136 tests were proctored at the Shelby Campus and 92 tests at the Jefferson Campus for a total of 228 proctored tests for faculty members. Pell City and Clanton Campus Coordinators collaborate with ADA Office staff to provide accommodations and services for their respective campuses.  This goal is continuous. |
| **Goal 4: Accessibility to current technology and classroom material will be supported by providing information, assistive technology and software, scribes readers, note takers, sign language interpreters, captionists and test proctoring.** | 1. Assistive technology and contracted service providers will be obtained to facilitate equal access to technology and classroom information. 2. Provide an efficient method   for testing and proctoring of students with disabilities in the ADA Office on the Shelby campus.  Funding for updated software and hardware will be requested through the Strategic Plan. | 1. The unit was actively involved with IT in the procurement of hardware and ADA software in order to efficiently facilitate the implementation of technology for students with disabilities. 2. The unit collaborated with the Learning Resource Center on the Shelby-Hoover Campus to provide a succinct system of test proctoring for nursing faculty members requiring assistance with proctoring of ADA students. | 1. Updated ADA software was purchased for each campus location providing a systemized approach in maintaining technological access for students with disabilities.   b. With space provided in the Learning Resource Center on the Shelby-Hoover Campus a system for test proctoring of ADA nursing students was developed in conjunction with the ADA Office, Nursing Department and the Learning Resource Center. Future plans are to monitor the space available for proctoring nursing students alongside students in other educational programs within the Learning Resource Center.  This goal is continuous in that technological advancements are considered and service delivery is evaluated for optimal, cutting edge accommodation provision. |
| **Goal 5: Confidential records will be maintained for all self-identified students with disabilities.** | Records will be accessible only by authorized individuals with no records lost or viewed by unauthorized individuals.  There is no additional funding needed outside of the approved budget. | Confidential files for all four campuses are secured and located in the ADA Offices on the Jefferson and Shelby campuses. | After an annual internal audit of ADA records it was determined that no records were lost or viewed by unauthorized individuals. Discussions are ongoing to evaluate whether an electronic alternative for data management is feasible. |
| **Submission date: August 26, 2016** | | **Submitted by: Anne Sherman** | |