**Unit Goal Revisions**

**2016 - 2017**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and the College’s five year strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department: ADA Accommodations Office**

**2015-2016 Accomplishments:**

* Collaborated with the Instructional Administrative Council to develop a systemized checklist for faculty in appropriately providing accommodations for ADA students
* Joint presentation for faculty and staff in collaboration with Distance Education on providing accommodations in online platforms “Blackboard and Online Accommodations”
* At Jefferson State hosted the state-wide AL Association on Higher Education and Disability Workshop for high school guidance counselors and other professionals presenting on transitioning ADA students from K-12 to the college environment.
* Developed in conjunction with Distance Education a system whereby online course content is made accessible through captioning for students with hearing impairments
* Panel presenter at Lakeshore Rehabilitation College Prep Programs held throughout the summer sponsored by the AL Department of Rehabilitation Services Department.
* Developed a system on the Shelby Campus for test proctoring of ADA nursing students in collaboration with the Learning Resource Center and the Nursing Program
* Implemented a project in conjunction with IT to develop a systematic approach in providing ADA compliant software in open computer labs throughout the four campuses of Jefferson State
* Updated ADA brochures and business cards to reflect new Jefferson State promotional logo and color scheme
* Attended the 2015 and 2016 National Association on Higher Education Annual Conferences, the 2015 AL Counseling Association Conference, and the 2016 ACCSHRMA Diversity Conference
* Presented in New Student Orientations (7) and a local community spring transition fair (1): thereby, promoting the services available through the ADA Accommodations Office at Jefferson State
* Facilitated the ADA Accommodations Office Advisory Council meeting discussing best practices for implementing effective ADA services in collaboration with faculty and staff
* Twenty students registered with the ADA Office received Certificates, Advanced Certificates or Diplomas during the 2015-2016 academic year.

**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2016-2017**

**Goal 1: Continue to provide information at all campus locations to maximize awareness of the services available by the ADA Office.**

1. Objectives

Continue to promote services and distribute information: Monitor the use and supply of ADA brochures in student heavy traffic areas at all campuses such as Enrollment Services, Testing Office, GED Center and Student Center and annually update the Catalog, Student Handbook, and ADA website as needed.

1. Method of Assessment

Continue to review data responses on ADA application regarding student awareness of the ADA Office and its services.

1. Additional Funding Requests
* Funding estimate to replace ADA Director’s laptop computer used when traveling to each of the four campuses = $2,000

**Goal 2: Information about academic accommodations will be provided to faculty, staff, students, prospective students, parents and appropriate professionals and outside agencies.**

1. Objectives

a. Promote Faculty and Staff ADA Awareness: Through presentations, conferences, memos and workshops will continue to provide information about disability accommodations and services.

b. Evaluate new methods in community outreach: Develop new ways to reach the local high schools, community, and outside professionals about our services.

c. Research new methods of achieving Professional Development: Maintain updates on the changing trends pertaining to disability services and accommodations in post-secondary education and laws pertaining to the ADA Amendment Act of 2008 and Section 504 of the Rehabilitation Act of 1973 by participating in relative professional development opportunities and in national list serves specifically designated for college and university disability support providers.

2. Methods of Assessment

a. Continue to offer workshops and provide conferences with staff and faculty; evaluate surveys regarding quality and appropriateness of workshops; regularly attend workshops offering professional development.

b. Maintain a close working relationship with The Alabama Department of Rehabilitation Services, Lakeshore Rehabilitation, the Alabama AHEAD members and local community school guidance counselors to effectively transition students from the K-12 system to the post-secondary environment. Review annually office procedures to seek more efficient methods of providing information to prospective students, their families and community professionals.

c. Renew membership and continue relationship with professional organizations such as the AL and National Associations on Higher Education and Disability. Continue participation in the list serve forum where disability support providers network regarding changes in post-secondary trends, accessibility and laws. ADA staff will attend the annual Alabama AHEAD and National AHEAD Conventions. Continue memberships and subscription to disability support related services.

3. Additional Funding Requests

• Funding estimated to attend and participate in community transition fairs and workshops for objective 1b = $2,000

• Funding estimated to attend regional and national conferences for objective 1c = $4,000

• Funding estimated for memberships/subscriptions relative to disability support

 services for 1c = $1,500

**Goal 3: Students who have the required documentation will receive reasonable and appropriate accommodations.**

1. Objective

Maintain the provision of reasonable accommodations/services in a timely fashion.

1. Method of Assessment

Comparison of students requesting accommodations and services with the number of students provided accommodations.

1. Additional Funding Requests

No additional funding needed outside of the current budget.

**Goal 4: Accessibility to classroom material will be supported by providing information, assistive equipment and software, scribes, readers, note takers, sign language interpreters, captionists and test proctoring.**

1. Objectives

Continue to support accessibility technology and software in the classroom and provide enhanced communication methods as technological advancements occur.

1. Method of Assessment

• Comparison of requests to number provided of assistive equipment, interpreters/captionists, scribes, note takers, readers, and proctored tests.

• Assessment/Inventory of Assistive Equipment and Technology.

1. Additional Funding Requests

• Funding estimated for sign language interpreters and captionists = $65,000

• Funding Estimated to purchase Learning Ally Audio Textbook membership = $1,000

* Funding estimate for test proctoring security cameras in the Jefferson Campus ADA Office = $1,800

**Goal 5: Continue to maintain confidential records for all self-identified students with disabilities.**

1. Objective

Continue to review data security methods implemented to insure that records will continue to be accessible only by authorized individuals with no records lost or viewed by unauthorized individuals.

1. Method of Assessment

Evaluate security of records by conducting an annual internal audit of ADA records.

1. Additional Funding Requested

No additional funding is needed for this goal.