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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **ADA Accommodations Office** | **Report period:** | | **2019-2020** | |

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| What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan? | | | |
| **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 obtain and/or locate information about the ADA Office, potential accommodations and available services.  Funding is requested through the Strategic Plan. | The ADA Accommodations Office website provides a wealth of information for interested student seeking information on accommodations and services at Jefferson State. Because of an interactive ADA webpage presence, posters, business cards and widely- distributed brochures, information on accessing services is easily obtained by interested students seeking accommodations for a disability at Jefferson State. Information is also made Additionally, informative presentations through multiple modalities are made throughout the year both on the four- campus area of Jefferson State and throughout the community. | During the 2019-2020 academic year the ADA Accommodations Office has continued to benefit students providing an interactive online presence for ADA services and information. ADA Posters, business cards, and brochures are continually assessed and replenished in strategic student areas of each campus including Enrollment Services, libraries, Student, GED, and Testing Centers. Social media outreach is used for announcements and Instructors are encouraged to place information on their syllabus directing students how to obtain ADA services. Information on ADA services are also easily obtained online using portable devices, and within the Student Handbook and JSCC Catalog Handbook. To further educate students on disability and the availability of ADA services, a campus-wide ADA Awareness Week event is held on each of Jefferson State’s campuses.  This goal is ongoing to facilitate the objective of providing awareness of accommodations and services for potential JSCC 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 online content, informative presentations, workshops, memos, and through individual conferences with the director. 2. Interested students, parents and community professionals will receive information about disability accommodations and services through publications, presentations, individual conferences and online content.   Funding is requested through the Strategic Plan. | 1. The ADA director remains informed of the current ADA legal landscape by regularly participating in professional development opportunities both state-wide and nationally. 2. The unit is proactively involved in community awareness opportunities through local high school sponsored college transition fairs, the Alabama Department of Rehabilitation Services/College Preparation Programs for prospective students, and the Alabama Association on Higher Education and Disability where the ADA director serves on the statewide board as Treasurer. | * The ADA Director was a guest speaker at three (3) faculty/staff presentations and (12) community-based organizations and schools during the academic year of 2019-2020. Additionally, an annual Advisory Committee meeting was conducted providing status and regulatory updates for members to collaborate on how the ADA Office may work with faculty and staff in providing appropriate services for students with disabilities. * The ADA Director was asked to make presentations for the following schools and events: * Facilitated JSCC ADA Awareness Week with featured speaker on  “Autism in the College Classroom” by Sarah Keith * Speaker and board part organizer of the AL Association on Higher Education and Disability state-wide workshop held Feb 2020 at the University of Alabama * The ADA Director was a featured presenter for the ADRS College Prep program held on the Shelby campus of JS, * Participated in the New Student Orientation sessions for entering JSCC students, * Shelby Campus Preview Day featured ADA speaker for prospective JS students and their families, * ADA speaker for High School Counselor’s Appreciation Luncheons (4), * Facilitator of Jeff State ADA Awareness Week activities held on each campus (4), * Speaker for the Pell City High School Transition Fair, * St. Clair County Transition Fair which was canceled due to the Covid-19 Pandemic, * Attended the 2019 Alabama Counseling Association Conference in Montgomery, AL, and the 2019 Association on Higher Education and Disability annual conference held in Boston, MA.   This goal is ongoing; however, the ADA Office continues exploring newer methods of reaching potential ADA students both current and prospective. |
| **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 an educationally equal opportunity by receiving accommodations and services available to eligible students with disabilities. | The unit will coordinate through multiple campus departments and with faculty, staff and students to provide reasonable and appropriate accommodations to ADA eligible students. | 1. Approximately 1,685 accommodation letters informing instructors of appropriate and reasonable accommodations for students enrolled in both credit and non-credit courses were provided for ADA eligible students.   Approximately 210 tests were proctored for faculty members at the Shelby-Hoover Campus with 65 tests at the Jefferson Campus and for a Total of 272 proctored tests. 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 ensuring students with sensory impairments have access to interpreters/ Captionists, and therefore, academic course content.  As needed, funding for updated software and hardware will be requested through the Strategic Plan. | 1. The unit is actively involved with procuring sign language interpreters, Captionists, scribes, and readers needed to provide services for students with disabilities. The unit also continually collaborates with Distance Education to make online courses accessible for all users, including students with sensory impairments. 2. During the spring 2020 Covid-19 pandemic, a speech required for a deaf student was facilitated using Zoom video conferencing. The student provided the speech from home using sign language with the remote interpreter providing a voiced translation for the instructor to view and hear, therefore, fulfilling the Speech class requirement for the semester. | a. Course enrollment for students with specific needs of axillary aids and services are examined each semester and services such as sign language interpreters, Captionists, scribes, and readers and equipment are obtained as necessary to ensure ADA compliance. Blackboard Ally is an accessibility audit tool purchased and utilized by the College to reach the goal of online course accessibility. Essential audio content is edited for closed captioning and written content is evaluated for screen-reader compatibility, thereby making academic information equally accessible. A Network license for Fusion software recommended by IT was purchased and placed on computers in all open computer labs and test proctoring locations. The software provides print enlargement, a JAWS reader, and other unique features needed for students with disabilities. Additionally, a Braille printer was purchased for producing hard copy materials in a format usable by students who are blind and read Braille.  This goal is continuous in that technological advancements are considered, and service delivery is evaluated for optimal 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.  Currently no additional funding is needed outside of the approved budget. | Archived ADA student files for each campus are housed on the Jefferson and Shelby campuses secured in a locked file. Files are purged and destroyed after a 5-year period according to JS records policy. In January 2018, an electronic data storage system was implemented eventually reducing the need for hard copy files and thereby, enhancing security and efficiency for data administration. | No records were lost or viewed by unauthorized individuals as determined by an internal audit for the 2019-2020 academic year.  This goal is continuous. |
| **Submission date: August 15, 2019** | | **Submitted by: Anne Sherman** | |