|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **ADA Accommodations Office** | **Report period:** | | **2021-2022** | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 comprehensive information for interested students, parents, outside professionals, and community members seeking information on accommodations and services at Jefferson State. Because of an interactive ADA webpage along with widely distributed ADA brochures, and posters with a QR code to the ADA website information is easily obtained by interested consumers. Additionally, informative presentations are made throughout the year throughout the community for various agencies and schools. | During the 2021-2022 academic year, the ADA Accommodations Office provided students with an interactive online presence with a vast array of information for easy access to ADA services. Further information is available online in the JSCC Student Handbook and Catalog.  To further educate students on disability issues and the availability of ADA services, a campus-wide ADA Awareness Week was held in October. The 2021-2022 event speaker presented learning disabilities, what they are, how they are determined, their potential effects on individuals, and how they are diagnosed in all levels of intelligence.  Additionally, ADA student appointments were readily available via Zoom providing easy access regardless of transportation issues or campus location.  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 current ADA issues in higher education by regularly participating in professional development opportunities both state-wide and nationally, as well as serving on the AL Association on Higher Education and Disability Board. 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, and the Alabama Association on Higher Education and Disability where the ADA director serves on the statewide board as Treasurer. | * The ADA Director hosted and was a featured speaker for the Hoover City Schools Transition Fair held in November on the Shelby-Hoover campus of Jefferson State. The event drew over 100 participants with multiple vendors on site to engage students with helpful information and resources. * The ADA director was a featured presenter for the Post-Correctional Community Engagement meeting jointly sponsored by Lawson State and Jefferson State to discuss with local stakeholders’ post-correctional educational opportunities. * The Alabama Association on Higher Education and Disability held their annual workshop on the Shelby-Hoover campus of Jefferson State hosted by the ADA Director. Professional topics included self-advocacy, Long Covid, and acceptable disability documentation. Graham Sisson from the Governor’s Office on Disability who serves as the state ADA Coordinator was the featured speaker. * The ADA director was the featured speaker for the Homewood High School Transition Fair held in February. Topics in addition to receiving college accommodations were study skills, self-advocacy, and communication. * In collaboration with the Alabama Association on Higher Education and Disability the ADA director co-led the Brown Bag Lunch Series- “Navigating Muddy Waters: Approaches to Managing Unique Accommodations” attended by multiple disability services providers in higher education in Alabama. * ADA director participated in ACCS Title IX Level II training offered by the system office. * ADA Director participated in JSCC Preview Days for entering JSCC students as well as providing information on ADA services during nursing orientation on the Jefferson campus. * ADA Director attended the 2021 Alabama Counseling Association Annual Conference in November offering continuing education for counselors working in the state of Alabama. * The goal is ongoing; however, the ADA Office continues to seek newer methods of reaching potential ADA students. |
| **Goal 3: Students who have the required documentation will receive reasonable and appropriate accommodations.** | To exhibit proficiency in the course material, students registered with the ADA Office will have an educationally equivalent 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 401 letter requests were made by students during the 2021-202 academic year. The accommodation letters informed instructors of appropriate and reasonable accommodations for students enrolled in both credit and non-credit courses.   During the 2021-2022 academic year approximately 206 tests were proctored for faculty members at the Shelby-Hoover Campus with 111 tests proctored on the Jefferson Campus for a total of 317 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 are obtained to facilitate equal access to technology and classroom information. 2. Provide an efficient method   for ensuring students with disabilities have access to course content, sign language interpreters, Captionists, etc.  As needed, funding for updated software and hardware is 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 continually works with Distance Education staff and faculty members to make online courses accessible for all users, including students with sensory impairments. 2. During the Fall 2021 semester, the ADA Director worked with the PTA Program to determine potential accommodations for an injured student. Reviewed technical standards, consulted with other schools, and reviewed professional publications to determine reasonable access. | 1. Course enrollment for ADA students with sensory impairments in vision and hearing is audited each semester. Services for sign language interpreters, Captionists, scribes, readers, and equipment are obtained as necessary to ensure ADA compliance.  * An instructional designer was hired by the College and is instrumental in assisting faculty with questions concerning the online accessibility of course materials. * The ADA Alternate Format Technology Assistant continues to assist faculty with closed captioning in distance education, creating accessible documents, and obtaining student books in alternate formats, and test proctoring as well as providing other services within the ADA Office.   This goal is continuously taking into consideration technological advancements, and service delivery is continuously 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. According to records policy, ADA student files are destroyed after 5 years. | No records were lost or viewed by unauthorized individuals as determined by an internal audit for the -2021-2022 academic year.  Records over 5 years old were processed for destruction according to policy.  This goal is continuous. |
| **Submission date: August 2022** | | **Submitted by: Anne Sherman** | |