**Unit Goal Revisions**

**2022 - 2023**

Every two years, during the 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 financial implications associated with the unit’s identified goals and objectives.

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

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

**2021-2022 ADA Office Accomplishments**

* First semester PTA student obtained a severe hand injury while not at Jeff State which required surgery. Consulted with the director concerning technical standards and whether the student could meet the standards safely with accommodations. Both departments consulted with other schools and universities giving the student multiple options. In determining reasonable potential accommodations utilized the technical standards and accommodations handbook authored by Lisa Meeks, etc.
* Along with Distance Education evaluated courses with enrollment of students with sensory impairments to assure accessibility in closed captioning, accessible documents, etc. The ADA Accommodations office has two part-time ADA Alternate Format Technology assistant positions helping faculty with auditing their closed captioning %ninety-nine accuracy required for ADA compliance. The office has had difficulties after two job postings filling the second position.
* ADA director received 5-year recertification requiring 100 hours of continuing education with 10 hours in ethics through the Commission on Rehabilitation Counselors (CRCC).
* ADA Awareness Week held October 25-29th featured a speaker on learning disabilities, what they are, how they are determined, their potential effect on individuals, and how they are diagnosed in all levels of intelligence. Fran Hershey, a senior evaluator for the Alabama Department of Rehabilitation provided an excellent presentation for the 27 participants.
* Collaborated with Shawra Rainer, ACCS Student Success and Compliance Officer concerning ADA services offered throughout the system. A series of training will take place state-wide to further enlighten disability providers on the ADA issues, case law, documentation, working with faculty, implementing accommodations, Covid issues, and resources to work in the professional field of disability services in higher education.
* Participated in the ACCS Level II Title IX training on Feb. 10th, 2022.
* Hoover City Schools held their transition fair for 11th and 12-grade students and their parents on the Shelby-Hoover campus of Jefferson State. The ADA director hosted the event and was the featured speaker in three sessions on receiving accommodations in higher education and how the process and provision differ from the high school environment. The event was well-received with approximately 100 participants and multiple vendors present to offer services and information.
* ADA Director presented on disability services in higher education for a post-correctional community engagement meeting. Jefferson State and Lawson State hosted a joint meeting with local stakeholders to discuss regional post-correctional education opportunities.
* Participated in the Alabama Counseling Association Annual Conference held in Birmingham. AL. The event took place November 17-19th, 2021 offering continuing education opportunities for counselors working in the state of Alabama serving private counselors, and those who serve in K-12 and higher education.
* Attended the AHEAD, the Association on Higher Education and Disability meeting as an affiliate representative for the state of Alabama. Discussed current issues and best practices, etc.
* Attended the 2022 Annual Diversity Conference now in its 20th year sponsored by the ACCS HR Management Association
* Repurposed a job within the ADA Accommodations office upon an employee’s retirement as office manager. Requisitioned a new position for an Accommodations Coordinator who will work under the supervision of the director handling alternate format materials, contracting interpreters and transcriptionists, the notetaking function, test proctoring, referring students for mental health supports, and other services offered for students with disabilities.
* The Alabama Association on Higher Education and Disability (AL Ahead) held their annual state-wide workshop on the Shelby-Hoover campus of Jefferson State. Topics discussed include self-advocacy, long Covid, acceptable documentation guidelines, and FAQs. Graham Sisson from Alabama’s Governor’s Office on Disability and state ADA Coordinator was the featured speaker. As AL Ahead Board Treasurer, the director hosted the event as well as processed all payments for attendees which includes lunches and coffee breaks.
* Director was the featured speaker for the Spring 2022 Homewood High School Transition Fair. The topic was about the differences in receiving accommodations in college vs. high school, study skills, self-advocacy, and communication skills required.
* Director made an ADA presentation for Jefferson State Preview Days held on each campus during the spring semester.

**2020-2021 ADA Office Accomplishments**

* During the Covid pandemic the ADA director helped plan and participate in 4 Q & A webinars for disability service providers in higher education throughout the state. The events were facilitated by the Alabama Association on Higher Education and Disability of which the ADA director is a board member.
* Helped plan and implement a two-state conference sponsored by the TN and AL associations on higher education and disability. The two-day fall conference featured speakers of national prominence such as Salome Heyward, Jane Jarrow, and others. The event was well-attended by participants from TN and AL.
* During a pandemic facilitated live transcription services for two hearing-impaired nursing students who began studies in Fall 2020. The class was taught through Blackboard Collaborate allowing the transcriptionists to provide closed captioning for accessibility. While in clinical settings, the students couldn’t read lips due to the state-wide mask mandate, so clear masks were purchased for use by the student’s clinical group and faculty members.
* The director participated in the state-wide OneACCS-sponsored Blackboard Ally training sessions taught over three business days in the fall of 2020. Blackboard Ally is a purchased add-on tool that provides for greater accessibility in distance education
* The College began the use of TechSmith Knowmia in distance learning which has a greater capacity and ease of use for creating closed captioned videos by instructors. The newer platform helps faculty members maintain ADA compliance in their courses for students with hearing impairments.
* The ADA department hired its first Alternate Format Technology Assistant L-19 to assist faculty with the cleanup of videos placed in TextSmith Knowmia. The position also helps with the provision of alternate technology for individual ADA students, and to provide test proctoring of ADA students for faculty.
* The ADA director was named JSCC Investigator for Title IX participating in Title IX, Level 1, training resulting in a certificate of completion. The workshop was held over three business days in the fall and was highly comprehensive.
* The ADA director attended the national Title IX Conference in October 2020. The opening keynote speaker was Tarana Burke, the founder of the ‘me too’ movement. It also included plenary sessions with a panel of experts “Early Lessons-What We Have Learned Implementing the 2020 Title IX Regulations”, and the closing keynote panel on “Science-Based Investigative Interviewing, the Neurobiology of Trauma, and Sexual Assault Investigations.”
* The ADA director participated in the Alabama Counseling Association’s annual conference in November 2020 which was held virtually and covered multiple topics of interest for counselors in K-12, higher education, and in private practices across the state.
* The ADA Office hosted an ADA Awareness Week in November and had an informative speaker, Jefferson State Instructor, Stanley Triplett who spoke to students on anxiety and depression. Approximately 38 students attended the Zoom session for a lively discussion and greater understanding of the implications of mental health issues very prevalent in our world today.
* The ADA director was invited to speak at the Shelby County Education Transition Workshop that took place over two days in February. The event was held for students with disabilities, their parents, and high school counselors and administrators.
* The ADA Advisory Committee held its annual spring meeting with 13 of its 16 members present. The ADA director reported the year’s activities and had each committee member share their experiences in providing educational services during a global pandemic.
* The pandemic which began in earnest early in 2020, proved challenging but also provided opportunities for growth and development for the ADA Accommodations Office. The office implemented the use of Zoom for ADA student intake and follow-up sessions creating optimal appointment access simultaneously for students at four campus locations. This model for student appointments will continue with the use of a web-based Zoom platform to provide greater ease of access to services for ADA students at Jefferson State Community College.

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|  | **ss Report** |

**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 2022-2023**

**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 heavy traffic areas at all campuses such as Enrollment Services, Libraries, 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 applications regarding student awareness of the ADA Office and its services.

1. Additional Funding Requests

* Printing, posters, brochures, business cards= $1,000

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

1. Objectives

a. Promote Faculty and Staff ADA Awareness: Through presentations, workshops, emailed memos, website, and through conferences in-person, electronically, and by phone providing information concerning 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 about disability services and accommodations in post-secondary education and laws about the ADA Amendment Act of 2008 and Section 504 of the Rehabilitation Act of 1973. Participate in relative professional development opportunities, AL Association on Higher Education and Disability, and in national and state list serves specifically designated for college and university disability support providers.

2. Methods of Assessment

a. Continue to offer workshops and provide conferences with faculty and staff; evaluate surveys and feedback 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 and their families as well as community agency professionals.

c. Renew membership and continue a 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 subscriptions to disability support-related services.

3. Additional Funding Requests

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

• Funding estimated to attend regional and national conferences for objective 1c = $7,000

• 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 is 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 the 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/Captionists, readers, scribes, and closed captioning for distance education = $45,000

• Funding estimated to purchase Learning Ally Audio Textbook membership/CIDI = $2,500

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

1. Objective

Continue to review data security methods implemented to ensure 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 the security of records by conducting an annual internal audit of ADA records.

1. Additional Funding Requested

No additional funding is needed for this goal.