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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **ADA Accommodations Office** | **Report period:** | | **2020-2021** | |

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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 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 posters and brochures information is easily obtained by interested consumers. Additionally, informative presentations are made throughout the year on the campuses of Jefferson State and throughout the community. | During the 2020-2021 academic year, the ADA Accommodations Office provided ADA students with an interactive online presence for easy access to ADA services and information. During a pandemic year having a robust online presence was extremely valuable for the seamless continuation of services.  In late spring with anticipation of students’ return to campus, ADA posters with a QR code for the ADA Office website, an ADA email address, and phone information was placed on each campus in strategic locations including Enrollment Services, libraries, student, GED, and testing centers. Information on ADA services is easily obtained on the ADA office website and within the JSCS Student Handbook and Catalog.  To further educate students on disability issues and the availability of ADA services, a campus-wide ADA Awareness Week is held each fall. The 2020-2021 event speaker discussed anxiety and depression issues facing students. The event was well attended, and students participated in a lively discussion.  This goal is ongoing to facilitate the objective of providing awareness of accommodations and services for potential JSCC students. |
| **GOAL 2: Information about academic accommodation will be provided to faculty, staff, students, prospective students, parents, 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. | * During a pandemic the ADA director helped plan and facilitate the AL Association on Higher Education and Disability offering 4 Q & webinars for disability service providers throughout the state who were struggling to provide ADA services virtually. * The annual ADA Advisory Committee meeting was conducted providing status updates and discussing service delivery during a pandemic in a virtual educational environment. * The ADA director participated in One ACCS Blackboard Ally training offered through the System office. * Facilitated JSCC ADA Awareness Week with featured speaker and JSCC psychology instructor, Stanley Triplett who made a presentation entitled,  “Anxiety and Depression: Fact vs. Fiction”. * As a board member of the AL Association on Higher Ed and Disability (AL Ahead), the director helped plan a joint fall conference with TN Ahead for disability service professionals in higher ed throughout the two-state area. * The ADA Director was a featured presenter on securing ADA services in higher education for the annual Shelby County Schools Virtual Transition Fair * ADA director received a five-year recertification from the Commission on Rehabilitation Counselors as a Certified Rehabilitation Counselor, CRC. * Participated in the virtual JSCC New Student Orientation sessions (4) for entering JSCC students, * Attended the 2020 Alabama Counseling Association Annual Conference which was held virtually due to the pandemic. * Participated in the 2021 Association on Higher Education and Disability annual conference held virtually as the on-site conference in Austin, TX offered limited in-person attendance. * 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 accommodation.** | To exhibit mastery of 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 397 ADA students requested accommodation letters during the 2020-2021 academic year. The accommodation letters informed instructors of appropriate and reasonable accommodations for students enrolled in both credit and non-credit courses.   During a pandemic when most students took classes online, approximately 8 tests were proctored for faculty members at the Shelby-Hoover Campus with 46 tests proctored on the Jefferson Campus for a total of 54 tests. Pell City and Clanton Campus Coordinators collaborate with ADA Office staff to provide accommodation 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   to ensure 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 continually collaborates with Distance Education to make online courses accessible for all users, including students with sensory impairments. 2. During the Fall 2020 semester, two hearing-impaired nursing students began studies in a hybrid learning environment. During Covid 19, masking requirements made it difficult for people who depend on lip-reading for communication. For the classes offered live through Blackboard Collaborate, and for the on-campus nursing labs, two transcriptionists were hired to provide equal 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.   Blackboard Ally is an accessibility audit tool purchased and utilized by the College to reach the goal of online course accessibility. Audio content is edited for closed captioning and written content is evaluated for screen-reader compatibility; thereby, making academic information equally accessible to students with sensory impairments.   * The first ADA Alternate Format Technology Assistant was hired to assist faculty with closed captioning in distance education, creating accessible documents, and obtaining student books in alternate formats, 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 the JSCC policy, ADA files are destroyed after 5 years. In January 2018, an electronic ADA student data storage system was implemented with hard copy ADA files to eventually become non-existent. | No records were lost or viewed by unauthorized individuals as determined by an internal audit for the 20-2020-2021 academic year.  This goal is continuous. |
| **Submission date: August 2021** | | **Submitted by: Anne Sherman** | |