**Unit Goal Revisions**

**2020-2021**

**Plans for the unit for the second year of the two-year plan (19-21)**

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

**PERSONNEL REQUESTS:** Below please list any NEW personnel requests. All full-time requests should be listed first followed by any part-time requests. *\*This does not include replacements for current personnel who may leave during the year, because their salary is already included in your budget. \** If you have no personnel requests, you may skip this section.

1. **Brief Description of Request:**

**Alternate format technology specialist to ensure ADA compliance for course content supporting faulty in the academic programs of the College to include closed captioning support and auditing, document accessibility, textbooks, and classroom materials in alternate formats, along with ADA software provision and training.**

**Proposed Job Title: ADA Assistive Technologist/Alternate Format Assistant**

**Salary Schedule: L-19**

**Annual Salary and Benefits (This information can be obtained from HR):**

**$13 per hour with no benefits**

**Justification to support personnel requests including data:**

**\*** Jefferson State mirrors national trends and has seen an increase in enrollment of students with disabilities and students utilizing distance learning both before and especially during the Covid-19 environment.

\* During the 2018-2019 academic year, the ADA Office experienced a 30% increase in newly enrolled ADA students seeking auxiliary aids and services serving 361 students (693 duplicates for the academic year). Distance Education represents 25-30% of courses offered at Jefferson State each academic year.

Blackboard Ally, an accessibility audit tool, was recently purchased by OneACCS to be used by all community colleges across the state. There will be scheduled Blackboard Ally training workshops in the northern, central, and southern areas of the state as part of the commitment to accessibility in distance education. The intent is to engage system-wide instructors in the use of Blackboard Ally and to emphasize the importance of accessibility in online learning environments.

**\***In summary, hiring an **ADA Assistive Technologist/Alternate Format Assistant** will help us meet ADA current and future technological requests, implement system-wide mandates, and effectively respond to the increasing use of distance learning. Regular monitoring of online course accessibility through specialized technical assistance is vital for ADA compliance and to assist faculty in meeting all program objectives.

**Goals and Learning Outcomes- ADA Accommodations Office:**

Students with disabilities will be aware of the services available by the ADA Accommodations Office. Information about academic accommodations will be provided to faculty, staff, students, prospective students’ parents and appropriate professionals, and outside agencies. Students who have the required documentation will receive reasonable and appropriate accommodations. Accessibility to classroom material will be supported by providing information, assistive equipment, scribes, readers, note-takers, sign language interpreters, Captionists, and test proctoring. Confidential records will be maintained for all self-identified students with disabilities.

**EQUIPMENT REQUESTS:** Below please list *ANY* equipment requests, including replacing old equipment. If you don’t have any equipment requests, you may skip this section. Please number your requests for easier tracking and reference.

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| --- | --- | --- | --- | --- |
| **Description** | **# requested** | **Equipment Location**  **(Campus, Bldg, and Room #)** | **Unit Cost** | **Total Cost** |
| 1. Replacement Shelby Campus ADA test proctoring computer | **1** | **Shelby Campus ADA Office/ Library** | **$1,500.00** | **$1,500.00** |
| 1. Purchase Braille tactile graphics software for the Braille printer | **1** | **Shelby Campus ADA Office** | **$350.00** | **$350.00** |
| *\*If you need additional rows please right-click in the row above and select “insert row below”* | | | **GRAND TOTAL:** | **$1,850.00** |

**Justification and data (if applicable) to support equipment request:**

Learning outcomes for the ADA Accommodations Office pertain to providing reasonable and appropriate accommodations for eligible ADA students and to provide accessibility through assistive technology, software, and classroom materials. The request for equipment replacement (#1) and to provide software for creating accessible materials (#2) enables the ADA Accommodations Office to appropriately complete its mission.

**ALL OTHER REQUESTS:** Below please list any additional requests that were not included above. This may include items such as; professional memberships, monetary budget requests for department or program activities, accreditation fees, etc… If you don’t have any of these requests, you may skip this section.

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| --- | --- | --- |
| **Description of Need** | | **Cost** |
| **Funding estimate for sign language interpreters, Captionists, scribes, and readers** | | **$55,000.00** |
| **Funding estimate to attend professional ADA and higher education state and national conferences** | | **$4,500.00** |
| **Funding estimates for memberships/ subscriptions relative to disability support services** | | **2,500.00** |
| **Funding estimate to purchase Learning Ally textbooks in alternate format membership** | | **$1,300.00** |
| **Funding estimate to participate in the local transition to college fairs** | | **$1,500.00** |
| *\*If you need additional rows please right-click in the row above and select “insert row below”* | **TOTAL:** | **$64,800.00** |

**Justification and data (if applicable) to support the request:**

\*Funding for interpreters, Captionists, scribes, and readers fluctuates according to course registration of students with sensory impairments. Although interpreters in the regional area are in short supply, the demand is high for fully licensed and even “permitted” interpreters. The rate for licensed interpreters ranges from $45-65 per hour for individual vendors and $70-95 for agencies. The rate for qualified but lesser credentialed permitted interpreters is approximately $35 per hour. In the prior fiscal year, the ADA Accommodations Office’s cost for professional interpreters was approximately $23,000 with captioning costs of approximately $16,000.

\*To remain informed of current ADA trends in higher education, changing regulations and laws, participation in local, regional, and national higher education and disability conferences and workshops is important. The ADA Director remains active in the National Association on Higher Education and Disability and the AL Association on Higher Education and Disability serving on the state-wide board as Treasurer.

\*To provide students who have the required documentation to receive reasonable and appropriate accommodations, a membership in Learning Ally (a nationally-funded alternate format book repository for students with print disabilities) is cost-effective and helps the unit fulfill the goal of providing accessible classroom materials.

\*To fulfill the ADA Accommodations Office goal of promoting information to faculty, staff, students, prospective students, parents, and outside professionals and agencies, participation in agency and local high school transition events is essential.

**PRIORITY PAGE:** Please consider all budget items described above including personnel, equipment, and other then list them below in priority order. The most important and needed request should be listed first, the second most important second, etc… A full description is not needed, just the title and/or name of the item is sufficient.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Section (Personnel, Equipment, Other)** | **Title** | **Total Cost** |
| **Priority #1** | **Personnel** | **ADA Assistive Technology/Alternate Format Assistant** | **$12,350.00** |
| **Priority #2** | **Other** | **Sign language interpreters, Captionists, scribes, and readers** | **$55,000.00** |
| **Priority #3** | **Other** | **Learning Ally Books in Alternate Format Membership** | **$1,300.00** |
| **Priority #4** | **Other** | **ADA and Higher Education Memberships and Subscriptions** | **$2,500.00** |
| **Priority #5** | **Other** | **ADA and Higher Education**  **State-wide/National Conferences** | **$4,500.00** |
| **Priority #6** | **Other** | **Local high school transition to college fairs and events** | **$1,500.00** |
| **Priority #7** | **Equipment** | **Replacement ADA test proctoring computer/Shelby ADA Office** | **$1,500.00** |
| **Priority #8** | **Equipment** | **Braille tactile graphics software** | **$350.00** |

*\*If you need additional rows, please right-click in the row above and select “insert row below”*