



Assessment Record

Program: ADA Accommodations Office

Assessment period: 2021-2022

Program or Department Mission:

The purpose of the Jefferson State Community College ADA Accommodations Office is to ensure equal access to classroom material by providing appropriate and reasonable accommodations to self-identified students with disabilities so they may have equal opportunities to develop and demonstrate their academic skills while maintaining the academic integrity of the College programs; and to disseminate information concerning ADA/504 compliance and accessibility matters to students, prospective students, faculty, staff and interested community members.

Service Unit Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
(1) Students with disabilities will be aware of the services available through the ADA Accommodations Office.	Feedback from incoming students obtained during intake interviews with data collected from ADA registration forms signifying how students became aware of the services of the office.	ADA Accommodations Office brochures, publications, online content, and information about the services offered will be readily available to all interested individuals.	<p>During the 2021-2022 academic year students indicated ADA services were discovered utilizing the following methods: 28.9% of Faculty/Staff, 12% AL Dept of Rehab Services counselors, 11.7% of high school counselors, 8% JSCC counselors, 13.8% of parents/guardians, and 7.1% JSCC brochures/handbooks.</p> <p>To increase ease of use in accessing ADA services, the interactive website is easily accessed through the JSCC homepage on standard and mobile</p>	ADA Awareness Week was held during the Fall 2021 term. The featured speaker brought awareness to participants on learning disabilities, what they are, how they are determined, their potential effects on individuals, and how they are diagnosed at all levels of intelligence. Fran Hershey, a senior learning disabilities evaluator for the Alabama Department of Rehabilitation Services offered an informative

			<p>devices allowing students to apply for services, request accommodation letters, schedule test proctoring, and download forms required for implementing numerous services.</p> <p>To further the mission of the ADA Accommodations office and due to the use of an interactive website, the ADA Accommodations Office's online application process provides a method for obtaining information on how students discover information on ADA accommodations and services at Jefferson State equally regardless of their campus or physical location.</p>	<p>session for the twenty-seven participants.</p> <p>The Unit continues to monitor and maintain an interactive web presence and monitor the placement of QR-coded posters, brochures, and business cards. Information is maintained and updated in JSCC catalogs and handbooks, along with providing social media blasts to keep students informed of services.</p> <p>Additionally, data obtained on how students learned of services from electronic student applications are monitored so that information on ADA accommodations and services is easily obtained most effectively.</p> <p>The unit continuously seeks new methods to ensure that all students are made aware of accommodations and services available through the ADA Accommodations Office at Jefferson State.</p>
(2) Information about academic accommodations will be provided to faculty, staff, students, prospective students, parents, appropriate professionals, and outside agencies.	The evaluation was determined by several telephone and in-office conferences, and ADA presentations.	The goal is that %100 of all individuals who request information from the ADA Office will receive information concerning disability accommodations at the college.	<p>Telephone Conferences 1298</p> <p>Office Conferences 346</p> <p>Presentations 12</p> <p>The data represents information requests received by the ADA Accommodations Office through telephone and in-person consultations, as well as presentations made to prospective students, parents, faculty</p>	<p>The ADA director hosted the Hoover City Schools Transition Fair on the Shelby-Hoover campus in November with 100 in attendance and was a featured presenter on ADA services in higher education</p> <p>A Post-Correctional Community Engagement event was held at Lawson State co-sponsored by Lawson State and Jefferson</p>

			<p>and staff members, community agencies, and local high schools.</p> <p>A Faculty guide for teaching students with disabilities is available in the ADA Faculty Handbook and is easily accessed on the ADA Accommodations Office website. In addition, faculty are made aware of their responsibilities in providing accommodations utilizing the “Checklist for Faculty in Providing Accommodations” available on the ADA website and Blackboard.</p> <p>. Along with the availability to meet with interested parties by telephone, in person, and through electronic communication, the unit provided information about the ADA Accommodations Office and its services to all interested individuals including, but not limited to, local high schools, the Alabama Department of Rehabilitation Services, the AL Association on Higher Education and Disability, JSCC Preview Days, the ADA Advisory Committee, New Student Orientation, and faculty, and staff presentations.</p>	<p>State Community Colleges to offer a joint meeting for local stakeholders to discuss regional post-correctional educational opportunities. The ADA director was one of the featured speakers for the event.</p> <p>AL Ahead held its annual workshop on the Shelby-Hoover campus of Jeff State. Topics presented included self-advocacy, long Covid, acceptable documentation guidelines, and FAQs. Graham Sisson from the Governor’s Office on Disability/ State ADA Coordinator was the featured speaker.</p> <p>The ADA director was a featured speaker for the Spring 2022 Homewood HS Transition Fair. Topics discussed were the differences in receiving services and accommodations in high school vs. college environments, study skills, self-advocacy, and communication skills.</p> <p>Presentations increased by 71% due to the decreasing effects of the pandemic. Telephone conferences decreased by 25% as more and more students registered through the ADA Accommodations office use email as a means of communication. However, the ADA Accommodations Office’s interactive web presence along with students’ increased use of electronic communication and</p>
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(3) Students who have the required documentation will receive reasonable and appropriate accommodations.	Comparison of student requests to accommodations and services provided.	100% of students with disabilities who complete the process for eligibility within the ADA Office will receive their approved accommodation.	<p>97.5% of total students requesting ADA services received accommodation with 2.5% having insufficient or no documentation for services.</p> <p>-New students requesting services during the academic year: 157</p> <hr/> <p>-New students WITHOUT appropriate documentation: 4</p> <hr/> <p>-Total Student Population Served 270</p> <p>-Number of accommodation letter requests occurring during the academic year (Fall, Spring, Summer) 414</p> <p>-Total Accommodation letters distributed 1432</p>	<p>For qualified students determined eligible for services, the unit coordinated with students, faculty, staff, and other departments to provide appropriate accommodations. Students with insufficient or no documentation are referred for appropriate, professional evaluations through private or community-based services.</p> <p>Data shows first-time students requesting accommodation increased by 31% from the prior pandemic year but students without appropriate documentation remained at the same number equaling only 2.5% of new students served.</p> <p>The total population of students served through the ADA Accommodations office increased approximately by 5%.</p> <p>The total number of accommodation letters distributed rose by approximately 13.2%.</p>
(4) Accessibility to classroom material is supported by providing information, assistive equipment, scribes, readers, note-takers, sign language interpreters,	Comparison of requests the to number provided of alternative textbooks, assistive equipment, and accessible services.	The benchmark is to provide support to %100 of qualified students with disabilities requiring accessibility to classroom materials.	<p>During the 2021-2022 academic year the following accommodations were provided:</p> <p># Classes w/assistive technology (accessible comp/lab stations, FM</p>	Classes utilizing interpreters, Captionists, Scribes, and Note Takers slightly increased due to the lessening of the effects of

captioning, and test proctoring for instructors.			<p>Systems, CCTVs, and tables, chairs, and footstools) 14</p> <p># Of classes w/Interpreters, Captionists, Scribes, and Note Takers Provided 271</p> <p># Tests Proctored 317</p> <p>(Data represents the accommodations provided for %100 of requested classroom equipment and resources.)</p> <p>Additionally, systems through the ADA Accommodations office are regularly implemented to ensure that all students in online learning platforms may equally access educational materials.</p>	<p>the pandemic with increased student presence on campus.</p> <p>Test proctoring increased from 67 in the prior academic year to 317 tests in 2021-2022 as students returned from the pandemic environment requiring on-campus proctoring.</p>
(5) Confidential records are maintained for all self-identified students with disabilities.	Internal audit of ADA hard copy office and electronic records.	The goal is to ensure that the ADA records are secure and accessible only to authorized individuals.	<p>While electronic records in Banner are permission-secured, Award-copy copy files less than five years old are stored in locked file cabinets on the Shelby-Hoover and Jefferson campuses. According to campus policy, student files are destroyed after five years which will eventually eliminate storage of hard copy files as an electronic file system began for use in 2018. Electronic and hard-copy ADA records are accessible only by authorized individuals.</p>	<p>No unsecured access occurred throughout the academic year. Records older than five years were removed and destroyed according to campus policy. The Information Technology department will continue to restrict security access to electronic files only to appropriately designated personnel.</p>
Plan submission date: 9-23-2022			Submitted by: Anne Sherman	