

## ADA Accommodations Office

### Service Unit Program Review

Reporting Period: 2019-2020 through 2021-2022

#### Part 1: Review of the Past 3 Years

##### 1. Service Unit Outcomes Assessment

###### A. Summary of Assessment Results

The ADA Accommodations Office consists of a director, an accommodations coordinator, an L-19 administrative assistant, and two L-19 alternate format technology assistant positions who continue to provide accommodations and services to self-identified students with disabilities at the Jefferson, Shelby, Pell City/St. Clair, and Clanton/Chilton campuses. The average caseload of students with disabilities (unduplicated) served through the ADA Accommodations Office for the past three years range from 248 in 2019-2020; 257 in 2020-2021 to 270 in 2021-2022.

For equal access to services from all college locations, the unit uses an interactive website allowing students to apply for services, request accommodation letters, and to download forms required for the implementation of accommodations and services. The ADA Accommodations office's website is easily accessed from the college's homepage on standard and mobile devices. Additionally, ADA posters with QR codes on the ADA office website and ADA brochures are placed in high-traffic areas on each campus to make accommodations and services easily identified by students and other interested individuals. The unit continued to communicate and collaborate regularly with prospective high school students, parents, and community professionals. To promote awareness of the department and its services the unit provided presentations at many community events such as the Hoover City Schools Transition Fair, the Shelby County Schools Transition Fair, and the Homewood High School Transition Fair, and regularly presented in workshops offered through the Alabama Association on Disability and Higher Education of which the director is an officer. The unit continues to offer information through the annual Disability Awareness Week, and New Student Orientations, and regularly makes presentations for the Alabama Department of Rehabilitation Services College Prep Program.

Technology requires that the college maintain current and updated accessible software and assistive technology at all campus locations. During the reporting period, the unit purchased a braille printer and accompanying software for tactile graphics production. Through collaboration with Distance Education, the unit secured two ADA Alternate Format Technology L-19 positions to assist faculty with providing closed captioning in distance education which requires 99% accuracy for ADA compliance. During the reporting period, the college hired an instructional designer whose role is instrumental in teaching faculty how to make online course material accessible. The college utilizes YuJa in distance education which creates closed captions that frequently require less cleanup for compliance. The unit continues to use Fusion, a network license for screen reading and print enlargement on on-campus computers in open labs. Student membership in Learning Ally, a repository for audio textbooks is available for students who qualify. Additionally, the department maintains a membership with the Center for Instructional Design and Information housed at Georgia Tech which provides numerous services for colleges and university disability support services offices across the country.

To address appropriate staffing for the ever-increasing need for professional staff the unit repurposed a position within the office to allow for an accommodations coordinator to work alongside the director providing professional ADA services. The new position replaced the former office manager position. The L-19 ADA assistant position changed to the L-19 ADA Administrative Assistant position which serves in the capacity of ADA office management. During the reporting period, the Jefferson ADA Accommodations office suite was renovated providing more efficient use of space and personnel.

###### B. If applicable, identify the data regularly collected and or reported as part of program compliance.

Relative data regarding students, accommodations, and services are kept daily through the ADA Accommodations Office. The data is compiled each academic year obtained from Banner and data is collected on the interactive ADA office

application. The information is collected and reported to Jefferson State Community College's Vice President of Student Affairs.

Page 2 - ADA Performance Data

**ADA Unit Performance Data**

**2019-2020**

Students newly self-identified during the reporting year 231 (6% increase)

Students with incorrect or no documentation: 14

\*\*\*\*\*

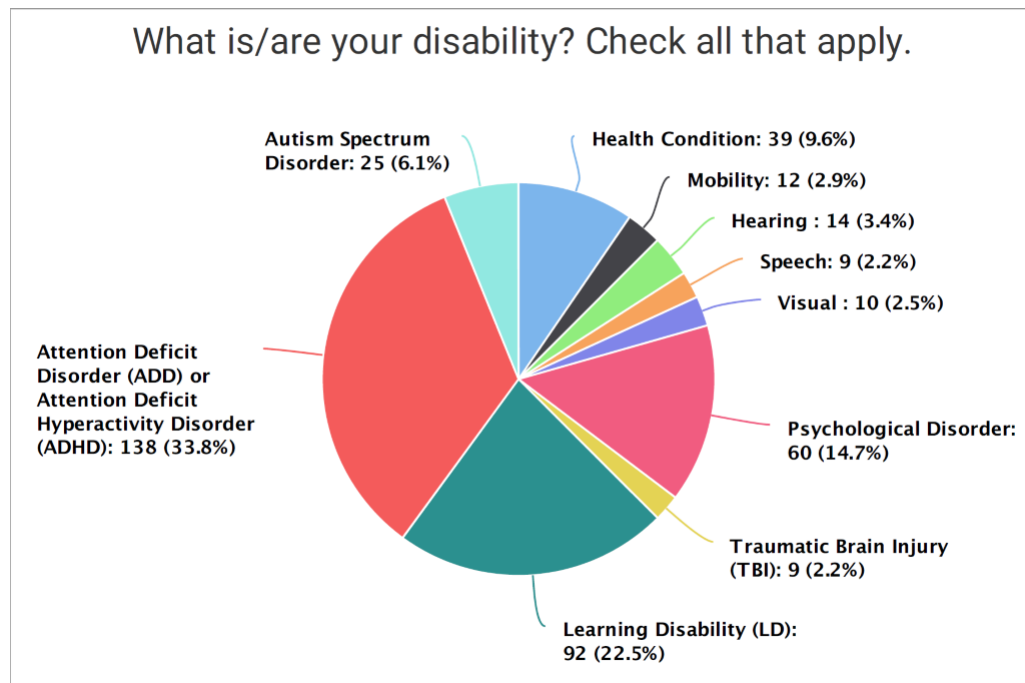
Total ADA student population requesting accommodation letters 248

Total accommodation letter requests (Fall, Spring, Summer) 422

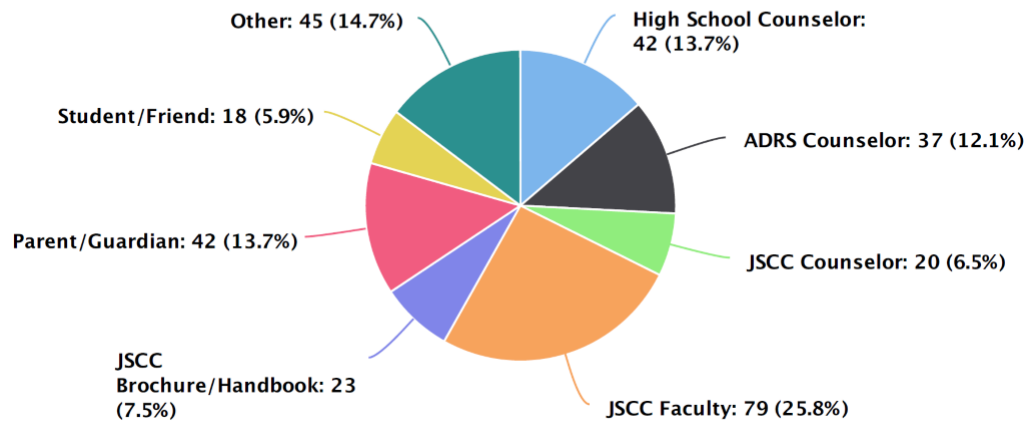
ADA students receiving certificates or diplomas 26

**Type and number of disability categories of self-identified students-**

(duplicates as students report more than one disability)



## How did you hear about the ADA Office at JSCC?



(Duplicates as students report more than one source)

### Number of tests proctored for faculty:

Jefferson-65

Shelby-210

(Pell City and Clanton test proctoring arrangements made in collaboration with Pell City and Clanton Campus Coordinators)

**Number of presentations for prospective students:** 12

**Number of presentations for faculty/staff:** 3 + ONLINE

## 2019-2020 through 2021-2022 Unit Performance Data

YEAR	2019-2020	2020-2021 Pandemic	2021-2022
Total Student Case Load	248	257	270
New self-identified students	231	120	157
Incorrect/no doc	14	4	4
Total Accommodation letters distributed	1,602	1,416	1604
Total Letter Requests (Fall, Spring, Sum)	422	397	414
Diploma/Certificates	26	29	46
<b>DISABILITY TYPES</b>			
ADHD	138	111	149
Autism Spectrum Disorders	25	25	33
Psychological	60	57	55
Chronic Health	39	40	40
Traumatic Brain Injury	9	9	4
Learning Disabilities	92	72	72
Mobility	12	12	16
Hearing	14	12	11
Speech	9	9	8
Visual	10	15	16
<b>HOW DID YOU HEAR ABOUT ADA OFFICE?</b>			
JSCC Faculty/Staff	79	64	94
ADRS Counselor	37	39	39
High School Counselor	42	39	38
JSCC Counselor	20	14	26
Parent/Guardian	42	39	45
JSCC Brochure/Handbook	23	24	23
<b>TESTS PROCTORED</b>			
Jefferson	65	46	111
Shelby	276	8	206
Pell City	0	0	0
Clanton	0	0	0
<b>PRESENTATIONS</b>			
# presentations faculty/staff	4	1	1
# presentations student/parent/ community	12	5	12
<b>CAMPUS DISTRIBUTION OF ADA STUDENTS</b>			
Jefferson	125	156	143
Shelby	266	235	248

Pell City	39	36	34
Clanton	21	24	13

## 2. Analysis (as it relates to progress in achieving unit goals)

- External Conditions that have impacted the unit. The unit remains active in professional organizations keeping informed of best practices as well as legal and regulatory issues surrounding accommodations and services in higher education. The director actively participates in the National Association on Higher Education and Disability, the AL Counseling Association, and the AL Association on Higher Education and Disability affiliate serving as a Board member/Treasurer; additionally working closely with the Department of Rehabilitation Services within the state of Alabama. During the reporting period, the ADA Advisory Committee recommended the library assist with research in providing disability-specific informational library guides. The information was posted on the ADA Accommodations website for assisting and educating faculty/staff in working with students with disabilities.
- A. Internal Conditions that have impacted the unit. For increased efficiency, enhanced record security, and to reach the goal of becoming a paperless administrative environment, the unit uses an electronic records management system. The interactive ADA website allows students from each of the four campuses equal access to services regardless of campus location. The website creates easy access for students and instructors from any mobile device to obtain forms necessary to provide services, offer survey input, and view both student and faculty/staff handbooks.
  - B. Collaboration (internally and externally) – The unit worked with the JSCC Administrative Council to develop a tool for assisting instructors with the appropriate provision of accommodations for students. The Faculty Checklist for Providing Accommodations is distributed by academic departments each semester for faculty. The ADA Advisory Committee regularly communicates each year culminating in an annual meeting to discuss topics of interest and concerns about accommodations and services in higher education. The ADA office regularly collaborates with Distance Education to ensure seamless delivery of accessible online content by solicitation of services through vendors providing closed captioning, and with those who offer software tools assisting with content accessibility audits. The unit director in conjunction with Distance Education presented to the faculty a workshop on making online content accessible. The ADA Office continues to collaborate regularly with faculty and staff on working with students with disabilities and in problem-solving issues that may arise in providing accommodations and services. In addition, the director hosted a state-wide workshop at Jefferson State's Shelby-Hoover campus for the AL Association on Higher Education and Disability discussing self-advocacy for students, Long Covid, and acceptable documentation guidelines and offered a time of Q & A for the state-wide participants.
  - C. Communication-Throughout the reporting period through various means the unit promoted information on ADA issues and services throughout the College and in the local community. A Jefferson State Disability Awareness Week is held annually and information for students is enhanced by the production of colorful posters placed on each campus and advertised through social media. Professional speakers throughout the reporting period for the week include topics on Autism, Anxiety/Depression, and Learning Disabilities. Enhanced communication was possible for the unit by actively participating in numerous community events. Through high school transition fairs, working with the AL Department of Rehabilitation Services and their College Prep programs, Lakeshore Rehabilitation Services, and the AL Association on Higher Education and Disability as well as JSCC student offerings, communication is ongoing. To further increase ease of access to ADA information and services, an interactive website is utilized to provide services for students equally from all campus locations. Additionally, the staff is readily available by phone or email for questions concerning accommodations and services for current or prospective students, parents, professional disability evaluators, and interested community members.

D. Communication – How effectively does information flow from this unit to other units on campus? How does your unit make information available to faculty/staff/students? Information regarding the ADA Office can easily be obtained in the JSCC Catalog and Student Handbook, through ADA Faculty/Staff as well as students handbooks, by strategically placed ADA brochures throughout campuses, and through the newly developed ADA interactive webpage. Office locations, hours, and contact information for the ADA Accommodations office are posted on office doors and are readily available online through portable mobile devices. Students who are eligible to receive services and request accommodations are given academic accommodation letters for submission to their instructors. Students must communicate with instructors for the implementation of accommodations for which they are eligible to receive and must contact the unit for assistance as needed.

### **3. Primary Functions/Primary Purpose/Unit Mission**

- A. No changes in the unit's primary functions occurred since the beginning of the review cycle.
- B. No changes in the unit's primary functions occurred in the past three years.

### **4. Goal Progress**

- A. The mission of the unit was to ensure equal access to classroom material and to disseminate information regarding ADA/504 compliance to students, parents, faculty, and interested community members. Goals were identified that supported this mission and the unit has a demonstrated history of meeting these goals as evidenced by the data.
- B. Resources were available to support the requests for equipment, software, and supplies.
- C. Key to the appropriate function of the unit during the current reporting period was in August 2020 with the addition of an L-19 ADA Alternate Format Technology Assistant. The position provided support for faculty members in distance education who are responsible for closed captioning offered at 99% accuracy for ADA compliance. In 2021, the ADA office manager retired with the position repurposed for an accommodations coordinator. In 2021, the L-19 ADA Assistant position was replaced with an L-19 ADA Administrative Assistant position. Adequate resources affecting the effectiveness of the unit were evident based on the attention and promptness that was given to the unit's request for accommodations, services, equipment, software, and supplies, as well as to the accommodation requests and services requested by students.

## **Part 2: Implications of Program Review for Developing 3 Year Plan**

### **1. Vision and Direction of Unit**

- A. An evaluation of the unit's data showed that the program has been effective in implementing improvements in the delivery of services, promotion of the unit, and with the provision of classroom accommodations; therefore, the unit will continue to utilize this model during the next three years. Advanced awareness of the program for all constituents with the importance of consistently utilizing accommodations and services will continue to be emphasized and promoted to students, parents, faculty/staff, and interested community members.
- B. Are there any anticipated conditions or trends that might impact the unit? The program has experienced a steady increase in requests and assistance in providing services for students with the expansion to four campuses and numerous GED sites (14) throughout the surrounding communities. Additionally, the unit increased collaboration with Distance Education, the Testing Center, and IT in providing appropriate accessibility for students throughout each of Jefferson State's four campuses. About this trend, the unit anticipates the possible decline in the promptness and efficiency of service expected of two professional staff members, one administrative support person, and two alternate technology assistant positions simultaneously serving all locations and GED sites, particularly with the increasing complexity of requests.
- C. The unit does not see any substantive changes needed in its collaborative relationship to make it more effective in its mission. However, the unit would like to increase presentations to faculty particularly as new faculty members are added to the college. The unit enjoys a particularly good working relationship with the administration, and faculty/staff, and can provide accommodations, services, accessible equipment, and assistive software that meet the needs of ADA students. The unit will also continue to collaborate with the Alabama Department of Rehabilitation Services, Lakeshore Rehabilitation Services, and local high schools to

promote transition information on ADA services at Jefferson State for prospective students, parents, local high schools, and community agencies.

- D. The unit has effective communications practices so no substantive changes are warranted. However, the unit continues to explore innovative methods for reaching all constituents which can be enhanced by the addition of another professional staff member.
  
- E. Efforts to make the unit's plans achievable have been initiated. An accommodations coordinator was hired in Sept. 2022 and has enhanced effective and timely accommodations and services delivery required for eligible ADA students. However, crucial to the mission of the unit was the addition of an L-19 Administrative Assistant as well as two L-19 Alternate Format Technology Assistant positions to assist distance education in maintaining ADA compliance in closed captioning at 99% accuracy. Appropriate professional staffing needs are being evaluated as the complexity of students' needs is increasing at all campus locations. The unit will continue to collaborate effectively with administration, faculty, and staff to enhance the overall mission of the College.

### **Part 3: Evidence of Staff Participation in Program Review**

1. **Describe how the unit staff participated in the program review process. Include specific dates for meetings held or activities conducted.** The unit Director worked on the review and collaborated with the Vice President of Student Affairs, the Administrative Assistant to the Vice President of Student Affairs, and the ADA Accommodations Office staff to discuss the functions of the program, solicit feedback, and identify any challenges and/or key components of this review.
  
2. **Attach advisory committee minutes (if applicable) and a list of members. Describe any changes made in the unit as a result of input from the advisory committee.** Discussions and email communications with advisory committee members throughout the reporting period resulted in the sharing of resources between the ADA Accommodations Office and other academic/administrative units throughout Jefferson State Community College. The opportunities for communication allowed members to be updated and informed of changes in ADA service trends and best practices in higher education. Additionally, thorough discussions during annual Advisory meetings kept members informed of ADA issues experienced throughout each of Jefferson State's four campuses. As a result of direct input from the Advisory Committee, the library assisted with research in providing disability-specific informational library guides. The guides were posted on the ADA Accommodations website for assisting and educating faculty/staff in working with students with disabilities. Furthermore, informative speakers on topics pertinent to the ADA Accommodations office were offered throughout the reporting period annually during Disability Awareness Week at Jefferson State Community College.

### **ADA Advisory Committee Meeting Minutes**

#### **Jefferson State Community College**

**April 13, 2022**

The meeting began at 2 p.m. and adjourned at 2:45 p.m.

#### **Attendees:**

Anne Sherman	ADA Director/Chair of the ADA Advisory Committee
Ben Siple	Accommodations Coordinator/Secretary of the ADA Advisory Committee

Kim Rigg	RN Advisor/Shelby Campus
Lynn Evans	New Options
Barbara Goss	Learning Resource Center
Alan Davis	Distance/Developmental Education
Venus Smith	Funeral Services/Jefferson Campus
Pam Kelly	Dual Enrollment
Julie Jones	Nursing Instructor/Clanton Campus
Patrick Mayton	Art Instructor/Shelby Campus
Clare King	Librarian/Pell City Campus
Julie Emmerich	Enrollment Services/Clanton
Tamara Payne	Adult Education

Members absent: Lucy Lewis-Faculty Senate, Shannon Ginn Testing Office, Ron Kennedy Campus Police, Caitlyn Smith- SGA-Pres. Ex Officio: Mike Hobbs, Danielle Coburn

**Purpose of the ADA Advisory Committee:**

1. Review and recommend policies and procedures regarding the provision of accommodations and the evaluation of documentation.
  2. Provide communication between the ADA Accommodations Office and academic areas
- The Chair shared the following information with the ADA Advisory Committee followed by a question-and-answer session. The meeting adjourned lasting one hour in length.

**Old Business:**

Before beginning the meeting, the director asked for approval of the minutes from last year’s meeting which had been emailed to each committee member for review. Minutes were moved for approval by Barbara Goss and seconded by Kim Rigg. The minutes were approved by the committee members present.

**New Business:**

The Chair opened the meeting by welcoming the members and introducing the new accommodations coordinator, Ben Siple to the committee. Each member introduced themselves and told of their areas of responsibility at the College.

- The ADA Director provided an overview of issues that arose while providing accommodations for students during a pandemic and asked for each department represented to share their experiences.

ADA Office Report-



- Two hearing-impaired nursing students began their studies at Jefferson State in the Fall of 2020 during a pandemic when wearing masks was mandated. The class was taught using Blackboard Collaborate, a live online classroom. For access to classroom material, transcriptionists were hired to provide live captioning services and clear masks were purchased to allow for lip reading when in clinical settings.
- Due to all classes going online and to assist with ADA compliance, an ADA L-19 Alternate Format Technology Assistant was requisitioned and hired. The position assists faculty members in closed captioning of distance education and helping create accessible documents and securing books in alternate formats for students.
- ADA Awareness Week was held during the Fall 2020 semester featuring a presentation by psychology instructor, Stanley Triplett. Instructor Triplett's presentation was entitled Depression and Anxiety: Fact or Fiction. Over 38 students participated in the session and enjoyed a lively discussion reflecting their opinions and personal experiences.
- The ADA director discussed how meeting with ADA students during the pandemic enhanced services to students located on four different campuses. Because of the virtual environment, ADA appointments are now available synchronously to all students regardless of location.
- A Certified Nursing Assistant student who is deaf began studies during the pandemic for the CNA class offered through Microsoft Teams. Through collaboration with WorkForce, Education interpreters were obtained to provide classroom access both in lectures and the clinical environment.

#### Committee Member Reports-

Library-Clare King reported that through an online chat system students received library services as well as encouragement throughout the pandemic. Barbara Goss reported that students received support and services continuously online which provided a valuable service to students during a challenging transition.

New Options-Lynn Evans reported that services were utilized throughout the pandemic with some response challenges in an online environment.

Campus Police- Mark Bailey reported that more students needed resource assistance during the pandemic and expressed that one of the campus police officers passed away due to Covid-19.

Instructors-Patrick Mayton expressed concern that a very talented ADA student who in the fall had been granted an Incomplete did not return during the spring semester to complete coursework. Pat Havard reported no concerns with ADA students during the pandemic. Lucy Lewis commented that the flexibility to allow a response email to serve as an instructor's signature for an accommodation letter during the pandemic was very helpful as resources for printing and scanning from home were scarce.

Venus Smith reported one student received ADA services during the pandemic and that some students will be relieved when classes resume in person as they were unaccustomed to an online format.

Advising Kim Rigg and Julie Emmerich did not report any particular concerns during the pandemic. Julie reported that the Clanton campus created multiple opportunities for the students to remain engaged in campus life.

Distance Education-Alan Davis reported that when all classes went online during the pandemic, the staff and faculty members responded to the challenge admirably. He thanked everyone present for their contributions to the effort.

Action Items:

- The ADA Office will continue to provide training and information on ADA issues for Jefferson State to students, faculty, staff, and community members.
- ADA Advisory Committee members will continue to disseminate information on ADA issues throughout campus departments and contact the director if becoming aware of ADA issues within the College.

*ADA Advisory Committee Meeting Minutes Jefferson State Community  
College*

**April 14, 2021, The**

meeting began at 2 p.m. and adjourned at 3:00 p.m. **Attendees:**

Anne Sherman	ADA Director/Chair of the ADA Advisory Committee
Kim Rigg	RN Advisor/Shelby Campus
Lynn Evans	New Options
Barbara Goss	Learning Resource Center
Alan Davis Lewis	Distance/Developmental Education Lucy Faculty Senate/Instructor
Venus Smith Bailey	Funeral Services/Jefferson Campus Mark Campus Police
Pat Havard Mayton	Nursing Instructor/Shelby Campus Patrick Art Instructor/Shelby Campus Clare King Librarian/Pell City Campus
Julie Emmerich Payne	Enrollment Services/Clanton Tamara Adult Education

Members absent: Julie Jones RN Instructor/Clanton, Shannon Ginn Testing Office, Caitlyn Smith- SGA-Pres. Ex Officio: Mike Hobbs; Danielle Coburn; and Toneka Armstrong

*Purpose of the ADA Advisory Committee:*

1. Review and recommend policies and procedures regarding the provision of accommodations and the evaluation of documentation.
2. Provide communication between the ADA Accommodations Office and academic areas The Chair shared the following information with the ADA Advisory Committee followed by a question-and-answer session. The meeting adjourned lasting one hour in length.

*Old Business:*

As a result of an action item from last year's meeting of the committee, the *Faculty Guide for Teaching Students with Disabilities* is now available on the ADA Office's website.

*New Business:*

The Chair opened the meeting by welcoming the committee and showing a brief video on depression and mental health in college students. Before showing the film, the director asked for approval of the minutes from last year's meeting which had been emailed to each committee member for review. Minutes were moved for approval by Barbara Goss and seconded by Lucy Lewis. The minutes were approved by the committee members present.

- The ADA Director provided an overview of issues that arose while providing accommodations for students during a pandemic and asked for each department represented to share their experiences.

ADA Office Report-

- Two hearing-impaired nursing students began their studies at Jefferson State in the Fall of 2020 during a pandemic when wearing masks was mandated. The class was taught using Blackboard Collaborate, a live online classroom. For access to classroom material, transcriptionists were hired to provide live captioning services and clear masks were purchased to allow for lip reading when in clinical settings.

- Due to all classes going online and to assist with ADA compliance, an ADA L-19 Alternate Format Technology Assistant was requisitioned and hired. The position assists faculty members in closed captioning of distance education and helping create accessible documents and securing books in alternate formats for students.
- ADA Awareness Week was held during the Fall 2020 semester featuring a presentation by psychology instructor, Stanley Triplett. Instructor Triplett's presentation was entitled Depression and Anxiety: Fact or Fiction. Over 38 students participated in the session and enjoyed a lively discussion reflecting their opinions and personal experiences.
- The ADA director discussed how meeting with ADA students during the pandemic enhanced services to students located on four different campuses. Because of the virtual environment, ADA appointments are now available synchronously to all students regardless of location.
- A Certified Nursing Assistant student who is deaf began studies during the pandemic for the CNA class offered through Microsoft Teams. Through collaboration with WorkForce, Education interpreters were obtained to provide classroom access both in lectures and the clinical environment.

#### Committee Member Reports-

Library-Clare King reported that through an online chat system students received library services as well as encouragement throughout the pandemic. Barbara Goss reported that students received support and services continuously online which provided a valuable service to students during a challenging transition.

New Options-Lynn Evans reported that services were utilized throughout the pandemic with some response challenges in an online environment.

Campus Police- Mark Bailey reported that more students needed resource assistance during the pandemic and expressed that one of the campus police officers passed away due to Covid-19.

Instructors-Patrick Mayton expressed concern that a very talented ADA student who in the fall had been granted an Incomplete did not return during the spring semester to complete coursework. Pat Havard reported no concerns with ADA students during the pandemic. Lucy Lewis commented that the flexibility to allow a response email to serve as an instructor's signature for an accommodation letter during the pandemic was very helpful as resources for printing and scanning from home were scarce. Venus Smith reported one student received ADA services during the pandemic and that some students will be relieved when classes resume in person as they were unaccustomed to an online format.

Advising Kim Rigg and Julie Emmerich did not report any particular concerns during the pandemic. Julie reported that the Clanton campus created multiple opportunities for the students to remain engaged in campus life.

Distance Education-Alan Davis reported that when all classes went online during the pandemic, the staff and faculty members responded to the challenge admirably. He thanked everyone present for their contributions to the effort.

Action Items:

- The ADA Office will continue to provide training and information on ADA issues for Jefferson State to students, faculty, staff, and community members.
- ADA Advisory Committee members will continue to disseminate information on ADA issues throughout campus departments and contact the director if becoming aware of ADA issues within the College.

**ADA Advisory Committee Meeting Minutes  
Jefferson State Community College  
June 11, 2020**

The meeting began at 2 p.m. and adjourned at 2:40 p.m.

**Attendees:**

Anne Sherman ADA Director/Chair of ADA Advisory Committee

Kim Rigg RN Advisor/Shelby Campus

Lynn Evans New Options

Barbara Goss Learning Resource Center

Alan Davis Distance/Developmental Education

Lucy Lewis Faculty Senate/Instructor

Venus Smith Funeral Services/Jefferson Campus

Donna Thomas Office Manager-ADA/Jefferson Campus

Members absent: Mark Bailey-Campus Police; Pat Havard-Nursing Instructor/Shelby Campus; Patrick Mayton-Art Instructor/ Shelby Campus; Julie Jones RN Faculty/Clanton, Clare King Librarian/Pell City, Julie Emmerich Enrollment Services/ Clanton, Shannon Ginn Testing Office, Caitlyn Smith- SGA-Pres. Ex Officio: Mike Hobbs; Danielle Coburn; Tamara Payne; and Toneka Armstrong

The Chair opened the meeting by giving an overview of the minutes from the last Advisory Committee meeting held in April 2019. Minutes were moved for approval by Barbara Goss and seconded by Lucy Lewis. The minutes were approved by the committee members present.

**New Business:**

The Chair provided an overview of the laws governing ADA accommodations in higher education noted in the ADA Advisory Committee Agenda.

**Purpose of the ADA Advisory Committee:**

1. Review and recommend policies and procedures regarding the provision of accommodations and the evaluation of documentation.

2. Provide communication between the ADA Accommodations Office and academic areas. The Chair shared the following information with the ADA Advisory Committee followed by a question-and-answer session. The meeting adjourned lasting one hour in length.

Chair of ADA Advisory Committee & ADA Director report:

- As recommended by IT, a software network license for Fusion has been purchased and installed by the college to be placed on computers in open labs, the ADA office, testing, and GED centers. Fusion is a combination of text enlargement, and a screen reader, and is complete with student learning tools, as well as offering free JAWS reader software that students may download at home.
- Online education in working with the ADA Office continues to improve accessibility by purchasing Blackboard Ally, an accessibility audit tool, and began the use of TechSmith Relay which creates closed captions with approximately 90% accuracy.
- The ADA director discussed the availability of a Braille printer for use by campus departments and is in the process of purchasing Braille tactile software for academic use to create raised material of images such as maps, cell charts, etc.
- ADA Awareness Week was held at all campuses during the fall 2019 semester with participation by 118 students who received information on various disabilities, their impact, and treatment. On Friday of ADA Awareness Week, Sarah Keith was the featured speaker on the topic, "Autism in the College Classroom". The session was well attended, and evaluations proved it was a very effective learning event for faculty and staff.
- The ADA director was a featured speaker at Jefferson State's Preview Day, four Counselor's Luncheons for high school guidance counselors, and the St. Clair County Transition Fair, and spoke numerous times to groups from Pell City High School. The director also spoke to the Alabama Rehabilitation Services College Prep Program participants who held a week-long program on the Shelby-Hoover campus preparing potential Jefferson State students for college.
- The ADA director on behalf of Jefferson State attends numerous professional development events to remain aware of legal changes affecting the provision of accommodations in higher education. The director participates in the AL Counseling Association's annual conference, is active as a Board member/Treasurer of the AL Association on Higher Education and Disability, and attends either the National Association on Higher Education on Disability Conference or the National Post-Secondary Conference on Disability Institute.
- The ADA director as a Board member of the Alabama Association on Higher Education and Disability helped facilitate and was an expert panel presenter for the February 2020 state-wide disability professionals conference held at the University of Alabama.
- Due to the development of OneACCS, a disability services professionals' group was initiated to hold its first annual meeting on the Shelby-Hoover campus of Jefferson State.
- Statistics: The number of students registered for accommodations and services continues to rise last year served approximately 361 students. New students requesting services rose approximately 30% from the prior year. Approximately 1,685 accommodation letters were distributed by ADA students to faculty for requesting classroom accommodations. The distribution of ADA students among the four campuses has remained relatively stable with 34% Jefferson, 58% Shelby, 4% Pell City, and 4% Clanton.

Action Items:

- The ADA Office will continue to provide training and information on ADA issues for Jefferson State to students, faculty, staff, and community members.
- The library will assist with research in providing disability-specific informational library guides to be posted on the ADA website for faculty/staff.
- ADA Advisory Committee members will continue to disseminate information on ADA issues throughout campus departments and contact the director if becoming aware of ADA issues within the College.

## **ADA Advisory Committee Meeting Minutes**

### **Jefferson State Community College**

**April 19, 2019**

The meeting began at 10:30 a.m. and adjourned at 11:25 a.m.

#### **Attendees:**

Anne Sherman	ADA Director/Chair of ADA Advisory Committee
Shannon Ginn	Testing Office
Julie Jones*	RN Faculty/Clanton Campus
Clare King*	Librarian/Pell City Campus
Kim Rigg*	RN Advisor/Shelby Campus
Lynn Evans	New Options
Barbara Goss*	Learning Resource Center
Julie Emmerich*	Enrollment Services/Clanton Campus
Alan Davis	Distance/Developmental Education
Lucy Lewis	Faculty Senate/Instructor
Venus Smith	Funeral Services/Jefferson Campus
Donna Thomas	Office Manager-ADA/Jefferson Campus
*Videoconferencing	

Members absent: Mark Bailey-Campus Police; Pat Havard-Nursing Instructor/Shelby Campus; Patrick Mayton-Art Instructor/ Shelby Campus; Velma Webb- SGA-Pres. Ex Officio: Mike Hobbs; Danielle Coburn; Tamara Payne; and Toneka Armstrong

The Chair opened the meeting by giving an overview of the minutes from the last Advisory Committee meeting held on March 2018. The minutes were moved for approval by Venus Smith and seconded by Lucy Lewis. The minutes were approved by the committee members present.

#### **New Business:**

The Chair provided an overview of the laws governing ADA accommodations in higher education noted in the ADA Advisory Committee Agenda.

### **Purpose of the ADA Advisory Committee:**

3. Review and recommend policies and procedures regarding the provision of accommodations and the evaluation of documentation.
  4. Provide communication between the ADA Accommodations Office and academic areas
- The Chair shared the following information with the ADA Advisory Committee followed by a question-and-answer session. The meeting adjourned lasting one hour in length.

### **Chair of ADA Advisory Committee & ADA Director report:**

- A partnership between the Jefferson State Culinary Department and the Horizons School in Birmingham (a boarding school for students with developmental disabilities) was created resulting in a fundamentals culinary certificate program initiative. An initial orientation session was held on the Shelby-Hoover campus on March 15, 2019, with speakers Joseph Mitchell, chair of the Culinary School; Anne Sherman, director of the ADA Accommodations office; and Brian Geiger, director of the Horizons School.
- The Jefferson State Shelby-Hoover campus/ ADA director hosted on February 15<sup>th</sup> the state-wide workshop of the Alabama Association on Higher Education and Disability. The ADA director is a Board member and Treasurer of the Alabama Association on Higher Education and Disability. An Office of Civil Rights attorney from Atlanta, GA was scheduled to present at the workshop but presumably canceled due to the federal government shutdown. The association quickly regrouped scheduling speakers from the state of Alabama Governor's Office on Disability whose coordinator spoke on reasonable accommodations, the accessible technology specialist from the Univ. of AL on accessible technology, and the UAB disability office staff on grievance procedures providing an informative, well-attended workshop of participants from throughout the state. UAB has experienced numerous OCR complaints resulting in hiring an attorney who specifically handles grievance issues. In the last few years, the ADA office at Jefferson State has been fortunate to have not experienced OCR complaints.
- The ADA director discussed attendance on behalf of Jefferson State in numerous professional development opportunities to remain aware of legal changes and regulations affecting the provision of accommodations in higher education. The director participates in the AL Counseling Association's annual conference, is active as a Board member/Treasurer of the AL Association on Higher Education and Disability, and attends either the national Association on Higher Education on Disability Conference or the national Post-Secondary Conference on Disability Institute for which this year will be held in Boston, MA.
- Along with updating the ADA Accommodations office brochures, the director was a featured speaker at Homewood High School's February Transition Fair and spoke numerous times to groups from Pell City High School. The director also spoke to the Alabama Rehabilitation



Services College Prep Program participants who held one of their week-long programs on the Shelby-Hoover campus preparing potential Jefferson State students for college.

- Online education continues to improve in accessibility purchasing a DocSoft appliance to aid in this ongoing effort. A contract with CaptionSync, AST-Automated Systems Technology continues to be in effect providing captions of online content.
- This year, two students who are blind have begun studies at Jefferson State. One student reads Braille and the other uses a free online reader software product, NV Access to access written text. A Braille printer was obtained along with Duxbury software to convert written information into Braille. The student who reads Braille uses a BrailleSense device to read written information and to produce written work in a readable format for instructors. With assistance from Technology Services, access issues were resolved by assisting the student to access Blackboard using the BrailleSense device. The current technology is such that a primary device is necessary to access Blackboard with the student using Bluetooth to access information from the BrailleSense device. A software product, Fusion is being purchased by the college to be placed on computers in open computer labs, the ADA office, testing, and GED centers. Fusion is a combination of text enlargement, and a reader, complete with student learning tools, as well as offering free JAWS reader software that students may download at home.
- The director asked the committee members to discuss and become aware of issues surrounding accommodations for the use of calculators, formula cards, and spell checkers in higher education. Technology is such that individuals whether in hospitals or other medical settings now have easy access to spelling devices potentially making prohibiting spell checkers no longer viable.
- The director asked the committee to suggest a means of providing ADA training to faculty at all campuses and to recommend topics of interest. The director recommended a Zoom meeting that could be recorded and accessed later by interested faculty/staff. Lucy Lewis discussed techniques for slightly reformatting tests to be read aloud by a reader software program for a student with a learning disability. Alan Davis discussed the use of formula cards and calculators as areas of interest for further exploration.
- ADA Awareness Week was held at all campuses during the spring semester with participation by 124 students who received information on various disabilities, their impact, and treatment.
- On May 7<sup>th</sup> the HR department will sponsor ADA awareness and sensitivity training for faculty, as well as a presentation on how to deal with conflict as a supervisor of employees. The EAP provider for the College is making the presentation which will be held on the Jefferson and Shelby campuses. The director of the ADA Accommodations office as well as the JSCC Chief of Police, Mark Bailey have been asked to participate in the presentation.
- Notetaking as accommodation was discussed with the director asking for feedback on techniques for providing notes. As a courtesy, the ADA office provides duplicate note-taking

paper, but any equally effective method is permissible. Ex. A photo of notes, making a photocopy of another student's notes, etc.

- Statistics: The number of students registered for accommodations and services continues to rise this year serving approximately 358 students. The highest category of disability for students receiving services is ADHD, followed by psychological disorders and then, learning disabilities. The distribution of ADA students among the campuses has remained the same with 31% Jefferson, 62% Shelby, 5% Pell City, and 2% Clanton.

Action Items:

- The ADA Office will continue to increase awareness of disability issues and investigate presentation mechanisms to reach all campuses. Ex. Zoom Meetings, etc.
- The library will assist with research in providing disability-specific informational library guides to be posted on the ADA website for faculty/staff.
- The ADA Office will continue to provide training and information on ADA issues for Jefferson State to students, faculty, staff, and community members.
- ADA Advisory Committee members will continue to disseminate information on ADA issues throughout campus departments and contact the director if becoming aware of ADA issues within the College.

**3. List the names and titles of all participants in this program review.**

Anne Sherman, ADA Accommodations Office- Director

Scotty Rainwater, Accommodations Coordinator

Mike Hobbs, Vice President of Student Affairs

Tonka Armstrong, Administrative Assistant to Vice President of Student Affairs