

Unit Operational Plan

2024-2025

Name of Unit: ADA Accommodations Office

Mission Statement (for the unit): The purpose of the Jefferson State Community College ADA Accommodations Office is to ensure equal access to the college experience for self-identified students with disabilities while maintaining the academic integrity of the College as well as to disseminate information concerning ADA compliance and accessibility matters to students, prospective students, faculty, staff, and community members.

Unit Goals

| Unit Goals | Unit Outcome | Institution Strategic Plan | Fundamental Principles |
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| Provide information at all campus locations to maximize awareness of the services by the ADA Accommodations Office. | Provide campus and community outreach. | II.A. Increase the fall-to-fall retention rate. II.B. Dual enrollment students and programs II.D. Support adult learners. II.E. Increase the number of awards and credentials | FP 3.4 FP 2.3, 2.6, 3.5 FP 1.1, 1.2, 1.3 FP 2.1, 2.2, 2.3, 2.4, 2.5 |
| Maintain accurate and updated information on all printed and digital material. | Provide campus and community outreach. Maintain the provision of reasonable accommodations/services. | II.A. Increase the fall-to-fall retention rate. II.B. Dual enrollment students and programs II.D. Support adult learners. II.E. Increase the number of awards and credentials II.F. Implement and support the Canvas LMS | FP 3.4 FP 2.3, 2.6, 3.5 FP 1.1, 1.2, 1.3 FP 2.1, 2.2, 2.3, 2.4, 2.5 FP 2.6, 3.5 |
| Provide information about academic accommodations to faculty, staff, students, prospective students, parents, appropriate professionals, and outside agencies. | Provide campus and community outreach. | II.A. Increase the fall-to-fall retention rate. II.B. Dual enrollment students and programs II.D. Support adult learners. | FP 3.4 FP 2.3, 2.6, 3.5 FP 1.1, 1.2, 1.3 |

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| | | <p>II.E. Increase the number of awards and credentials.</p> <p>II.F. Implement and support the Canvas LMS</p> <p>IV.B. Professional development for all employees</p> | <p>FP 2.1, 2.2, 2.3, 2.4, 2.5</p> <p>FP 2.6, 3.5</p> <p>FP 3.3, 4.2, 4.4, 4.4</p> |
| Provide reasonable and appropriate accommodations to qualified students (credit and non-credit) that complete the 3-step process. | Maintain the provision of reasonable accommodations/services. | <p>II.A. Increase the fall-to-fall retention rate.</p> <p>II.B. Dual enrollment students and programs</p> <p>II.D. Support adult learners.</p> | <p>FP 3.4</p> <p>FP 2.3, 2.6, 3.5</p> <p>FP 1.1, 1.2, 1.3</p> |
| Encourage staff involvement in state and international professional association/programming. | Support staff endeavors to participate in professional development. | IV.B. Professional development for all employees | FP 3.3, 4.2, 4.3, 4.4 |
| Provide consultation to faculty and academic programs to ensure ADA compliance. | <p>Provide campus and community outreach.</p> <p>Maintain the provision of reasonable accommodations/services.</p> | <p>II.A. Increase the fall-to-fall retention rate.</p> <p>II.B. Dual enrollment students and programs</p> <p>II.D. Support adult learners.</p> <p>II.E. Increase the number of awards and credentials.</p> <p>IV.B. Professional development for all employees</p> | <p>FP 3.4</p> <p>FP 2.3, 2.6, 3.5</p> <p>FP 1.1, 1.2, 1.3</p> <p>FP 2.1, 2.2, 2.3, 2.4, 2.5</p> <p>FP 3.3, 4.2, 4.4, 4.4</p> |

Unit Plan for the next year

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – 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.

| Goal | Assessment | Funding/Rationale |
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| Provide information at all campus locations to maximize awareness of the services by the ADA Accommodations Office. | <p>Ensure brochures are available in key offices on each campus.</p> <p>Update the bulletin board on the Jefferson Campus.</p> <p>Update flyers/posters located at each campus.</p> | <p>Estimated \$1,000</p> <ul style="list-style-type: none"> • \$1,000 for printing, posters, brochures, business cards, etc. |
| Maintain accurate and updated information on all printed and digital material. | <p>Review printed materials annually.</p> <p>Review website information annually.</p> <p>Submit catalog updates annually.</p> | <p>Funding addressed in other goal sections.</p> |
| Provide information about academic accommodations to faculty, staff, students, prospective students, parents, appropriate professionals, and outside agencies. | <p>Host at least one workshop per year for employees to learn about the ADA Accommodations Office.</p> <p>Participate in community events for prospective students with disabilities and their families.</p> <p>Host Disability Awareness Week (DAW) in October.</p> <p>Participate in New Student Orientation.</p> | <p>Estimated \$1,250</p> <ul style="list-style-type: none"> • \$1,000 for travel to community events. • \$250 for DAW programming. |
| Provide reasonable and appropriate accommodations to qualified students that complete the 3-step process. | <p>Implement new disability services management software (AIM).</p> <p>Ensure every computer lab and testing location on each campus has at least one accessible station.</p> <p>Maintain confidential records for all self-identified students with disabilities.</p> <p>Provide accommodations for effective communication for deaf/hard-of-hearing and blind/low-vision students.</p> | <p>Estimated \$67,500</p> <ul style="list-style-type: none"> • \$60,000 for sign language interpreters, captionists, readers, scribes, closed captioning for distance education. • \$2,500 for subscription to Center for Inclusive Design and Innovation (academic accessibility resource library). |

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| | <p>Provide textbooks in an alternate format, as needed, for students with visual and/or learning disabilities.</p> <p>Track student data to understand trends and needs of students with disabilities at the College.</p> | <p>\$5,000 for Fusion (accessibility software) network license for the College's computer labs.</p> |
| <p>Encourage staff involvement in local, state, and international professional development.</p> | <p>Attend Association on Higher Education and Disability (AHEAD) conferences.</p> <p>Attend the AL-AHEAD state workshop.</p> <p>Attend ACCA.</p> <p>Attend training sessions offered by ACCS and Governor's Office on Disability (GOOD).</p> | <p>Estimated \$10,500</p> <ul style="list-style-type: none"> • \$8,000 for travel to AHEAD conferences. • \$1,500 for travel to memberships/subscriptions relevant to disability support services. • \$1,000 for travel to local and state trainings, workshops, and conferences. |
| <p>Provide consultation to faculty and academic programs to ensure ADA compliance.</p> | <p>Document interactions with faculty and academic programs.</p> <p>Document requests from students for mediation with faculty.</p> | <p>No funding necessary</p> |