



Accessible Education Center Fall 2020

Main

Overview

Academic Year 2022 - 2023

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Division Curriculum Division 30 - Accessibility Education Center

Department Accessibility Education Center

Co-Contributors

Contributor

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Annual Update

1. **Academic Year** 2022 - 2023

Previous Goals Increase proportion of AEC students who utilize approved academic accommodations and services by 3%.

Proposed Activity to Achieve Goal:

Complete implementation of Clockworks to facilitate student access to their Academic Accommodations Plan (AAP) and services.

Responsible Party:

AEC faculty and staff with support from administration who will ensure time and training is provided for implementation.

Total Three Year Resource Allocation Request:

0

Timeline to Completion Month / Year:

December 2021

How Will You Evaluate Whether You Achieved Your Goal:

1. Track the number of AEC students utilizing services and accommodations to establish a baseline. 2. In two years, compare student retention and success based on increased services.

End of Year Goal Status In Progress

Current Measurement Data

Utilizing the baseline reports of AEC services and accommodations in Clockworks and Banner.

Additional Resources Needed (if any) to Complete Goal

In order to complete the Clockworks implementation of testing, note-taking and alternate media modules, we need to purchase a new server. \$10,000

Additional Comments

We are considering switching to the cloud version of Clockworks to minimize the local tech support. We are also currently researching other cloud-based electronic filing systems.

2. Academic Year 2022 - 2023

Previous Goals Increase the provision of accommodations and services to all students with verified disabilities in a timely manner by 3%.

Proposed Activity to Achieve Goal:

Prepare all files and service modules for essential components for Title V compliance and convert to the Clockworks electronic file system.

Responsible Party:

AEC Faculty and Staff

Total Three Year Resource Allocation Request:

0

Timeline to Completion Month / Year:

August 2021

How Will You Evaluate Whether You Achieved Your Goal:

1. Track the timeliness of the completion of the student files and required forms. 2. Compare average response times from one year before the Clockworks implementation to one year after implementation.

End of Year Goal Status In Progress

Current Measurement Data

Utilizing the baseline reports of AEC services and accommodations in Clockworks and Banner. We need to find a way to look at how many students requested services before the semester started or during the first 2 weeks. We can gather information from the electronic Microsoft forms that we are utilizing to request accommodations. We need to figure out how to measure the wait time?

Additional Resources Needed (if any) to Complete Goal

In order to complete the Clockworks implementation of testing, note-taking and alternate media modules, we need to purchase a new server (\$10,000). We would like to explore the Adobe Sign application to create and track student signatures on essential forms instead of the email reply which may be timely.

Additional Comments

Currently utilizing the AEC forms in Clockworks, the timeliness and ease of use has increased, and they are being completed in a timely manner. The AEC counselors/faculty fill out the forms, information is populated across all 5 forms, and we are able to get the signature of the student in person or through electronic email submission. This new process allows us to focus on student rapport, and we are able to have more time to work with them on their individual disability needs and verified accommodations. Electronic signatures have sped up the process.

3. Academic Year 2022 - 2023

Previous Goals Increase the number of off-site support services by 5%.

Proposed Activity to Achieve Goal:

Implement "adequate staffing needs" to meet our student services demands at the off-sites for AEC students and DOR students.

Responsible Party:

AEC Faculty, AEC Coordinator

Total Three Year Resource Allocation Request:

45000

Timeline to Completion Month / Year:

August, 2021

How Will You Evaluate Whether You Achieved Your Goal:

1. Track the number of AEC and DOR students utilizing services at the off-sites. 2. In two years, compare student retention and success based on increased services.

End of Year Goal Status In Progress

Current Measurement Data

Establish a baseline of the number of AEC Counselor contacts and Program Specialist appointments with students using SARS and Clockworks.

Additional Resources Needed (if any) to Complete Goal

Office equipment and resources are needed for the off-site environment, such as laptops, office supplies, a locking cabinet, and accessible furniture as needed.

Currently, we are utilizing Classroom 1 at the current Hollister site for our services. We need to improve our advertising for the off-site services and accommodations. We need the following items to increase marketing efforts: signage, infographics, marketing supplies and access to facilities. We need to continually notify our students about the new location hours and services available.

Additional Comments

The counselor will identify Hollister students in the Guidance 558/CSIS 571 support courses who are interested in meeting in person with the Instructional Program Specialist.