Accessible Education Center
Student Services

Vision/Narrative

The Disabled Students Programs and Services (DSPS) was enacted in 1976 through the passage of AB 77 (Lanterman Act), that funds support services and instructional programs for students with disabilities in the California Community Colleges. The Gavilan College Accessible Education Center (AEC) provides support services, specialized instruction and educational accommodations to students with disabilities so that they can participate as fully and benefit as equitably from the college experience as their peers without disabilities. An Academic Accommodations Plan (AAP) is developed for each student that links student's goals, curriculum program, and academic accommodations to his/her specific disability related educational limitations.The specific disability must be verified and there must be an educational limitation that precludes the student from fully participating in general education without additional specialized services. In addition, the AEC is committed to supporting and educating the faculty, staff, and the community in matters relating to the needs of students with disabilities.

Feedback from Supervisor / Dean

Program Objective 1: Increase efficiency of record keeping system for student files.

Strategy and Goal(s):

Strategy #3: Improve and expand existing facilities to enhance the learning environment.
Goal #2: Use technology to improve existing classroom facility space, optimize academic success and administrative operations.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: We are working on the implementation of the ClocksWorks program. Online forms are being designed, tested and approved for utilization. Student records are being prepared for integration with the electronic filing system. Once the student records are uploaded, staff training will be provided and an anticipated soft start of the test proctoring module in the spring 2018 semester.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Review all files for essential components for Title V compliance and convert to an electronic file system.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Obtain and implement interface with Banner's ERP system.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 3: Working with MIS to implement the Clockworks program to meet AEC's needs.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 4: Obtain and implement interface with Banner's system.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		8
Budget Committee		
President's Council		

Program Objective 2: Increase the number of alternate media services and AEC accommodations available to AEC students.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.
Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: Resubmitted in the Program Plan every year since Academic Year 2011-2012. Budget is now available; personnel request was submitted to fill the position in Spring 2017. Waiting for Human Resources to initiate the process.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Determine budget availability as the position is funded categorically through AEC.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Hire one (1) .50 Adaptive Services Specialist.

Personnel Request

Job Classification	Quantity	FTE	Amount ($)	Fund Source / Type
Classified	1	50%	$ 20000.00	Categorical / On-Going

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		

Vice-President		10
Budget Committee		
President's Council		

Program Objective 3: Increase the use of assistive computer technologies including, academic and vocational software and hardware for students with disabilities.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #4: Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: Each year categorical funds are expended when available to ensure assistive computer technologies are updated and installed for utilization throughout the district. Funding expenses are listed each year through the college's Five Year Instructional Equipment Plan.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Research and identify appropriate assistive technologies, including software and hardware.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: AEC Program staff will submit budget requests to Associate Dean by March 1, 2018.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested ($)	Fund Source / Type
Kurzweil 3000 SMA	$ 3000.00	Categorical / On-Going
Total Requested	*$ 3000.00*	

Rankings:

Ranker	Comments	Rank
Dean		

Vice-President	DRC students are mandated to receive services and technology related to their disabilities. Assessing gaps in our services and new technologies is ongoing work.	11
Budget Committee		
President's Council		

Program Objective 4: The college will include DRC services and accommodations when planning the expansion of new and existing offsite locations.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: The faculty and staff of the Disability Resource Center has been evaluating the need for off site services in collaboration with Student Services.
RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Work collaboratively with the college to address organizational structure for support services.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Determine scope of services & budget to support.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	Gavilan has a large number of DRC students and as we expand course offerings off site, we need to ensure we meet the needs of these students both in terms of staff and facilities. CCCCCO requires that we provide like services wherever courses are offered, and staffing and technology resources need to be budgeted accordingly.	10
Budget Committee		
President's Council		

Program Objective 5: Identify and create distance education support services for DRC students.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #4: Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: Distance Education Coordinator works with instructor to set extended time on online exams. The NetTutor tutorial program was purchased through the college to supplement online tutoring. The Clockworks program has been purchased to facilitate the online requests for DRC services. DRC is working with MIS to implement the Clockworks program.
DRC Department Chair is part of the Section 508 task force to implement the new regulations in distance learning as well as on campus
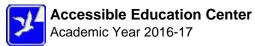RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Develop the process with Gavilan faculty to implement test-taking accommodations for Distance Ed DRC students through the Clockworks program.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Create and implement the process of accessing services to students who receive services from the DRC utilizing the Clockworks program.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	Although costs are not determined for this yet, stipends for distance faculty might be required to create a plan for meeting these needs and training on ClockWorks.	12

Budget Committee		
President's Council		

Program Objective 6: Request instructional copier for Alternate Media, Note Taking and Tactile graphic needs.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

No: The IEC program review discussed the need for increased alternate media services. It did not include office equipment as Title V does not allow DRC funding for these types of purchases.

Progress:

Closed: An instructional copier was purchased, so this objective has been completed. Alternate media services, such as large print and tactile graphics, were enhanced and critical note-taking services have continued successfully.

Activity 1: Purchase copier. Price unknown.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested ($)	Fund Source / Type
Instructional Equipment	$ 0.00	General Fund / One-Time
Total Requested	*$ 0.00*	

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		10
Budget Committee		
President's Council		

Program Objective 7: Improve the number of counseling services offered at the off-site locations for students with disabilities.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.
Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: No, counseling services are still being evaluated at this time due to reorganization of staffing positions.
RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Determine budget availability as the position is funded categorically through DRC.

Personnel Request

Job Classification	Quantity	FTE	Amount ($)	Fund Source / Type
Faculty	1	50%	$ 40000.00	Categorical / On-Going

Non-Personnel Request - *none*

Activity 2: Hire 1 part time DRC counselor to provide services for the Morgan Hill, Hollister, and Coyote Valley off-site locations.

Personnel Request

Job Classification	Quantity	FTE	Amount ($)	Fund Source / Type
Faculty	1	50%	$ 50000.00	Categorical / On-Going

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	The Chancellor's office requires us to provide like services at all sites, and we currently do not have sufficient DRC services at those locations.	11
Budget Committee		
President's Council		

Program Objective 8: Provide a dedicated space of test-taking accommodations to facilitate the increasing number of students requesting these services from the DRC.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #4: Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: The test proctoring center was moved from LI 119 to LI 139 after receiving student survey results and student feedback on limited space and noise concerns. This will be the first pilot year to see if the new space is appropriate for testing accommodations.

RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Pursue the possibility of collaborating with the Assessment Center to provide test-proctoring.

Personnel Request

Job Classification	Quantity	FTE	Amount ($)	Fund Source / Type
Classified	1	25%	$ 250000.00	Categorical / On-Going

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	I am not sure what the need is here in terms of students needing service. Additional data would be helpful.	11
Budget Committee		
President's Council		

Program Objective 9: Reorganization of the AEC front desk staff.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #5: Provide a means to develop meaningful connections with educational and community partners.

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: The reclassification study has been concluded. Current analysis of positions resulted in a reclassification of the Office Assistant position to a Program Services Specialist and corresponding job responsibilities have begun.

Activity 1: Analyze current positions and responsibilities

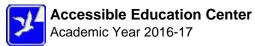**Personnel Request - *none***
Non-Personnel Request - *none*

Activity 2: Determine and appropriate division of responsibilities to meet need of program and students

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 3: Reclassification of positions as necessary.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		

| Budget Committee | | |
| President's Council | | |

Program Objective 10: Joint emotional support dog for student emotional support between VRC and DRC

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

IEC Program Review:

No: Not applicable

Progress:

Closed: Due to current emotional support animal policy and legislation, only service animals are supported on campus. Other emotional support resources will be explored.

Activity 1: Fundraise for cost of ES dog

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: fundraise of cost of training for dog

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 3: Certify dog as ES support animal

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 4: Address any college policy needs

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		

Vice-President		
Budget Committee		
President's Council		