



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

The AEC division continues to provide mandated and necessary services to this population. Gavilan has a reputation for providing significant resources in this area, and continued assessment of student needs, technology and space required to provide services is ongoing, especially as we expand our service area away from main campus resources.



Program Objective 1: To meet best practices for confidentiality and reporting of student service delivery, increase the 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:

Yes: 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.

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 IT to implement the Clockworks program to meet AEC's needs.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President	The AEC population requires confidentiality and precise reporting to ensure	9



	correct funding and accountability. ClockWorks will provide another level of security. Additional tech or support needs may be required in the future, which will need to be evaluated and documented.	
Budget Committee		
President's Council		



Program Objective 2: To meet unfilled needs, increase the number of alternate media services, accommodations, and assistive computer technologies (including academic, vocational software and available technology) for AEC students and track student retention and success based on increased services.

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.

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:

Yes: The Adaptive Services Specialist position has been resubmitted in the Program Plan every year since Academic Year 2011-2012. Budget is now available; personnel request was submitted to fill the position for Spring 2018. Regarding assistive computer technologies, each year categorical funds are expended when available to ensure the 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.

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

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Increase the use of assistive computer technologies including, academic and vocational software and hardware for students with disabilities.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Create a baseline of outcomes data for students presently receiving services, and evaluate effectiveness of adding services on student outcomes.



Personnel Request - *none*

Non-Personnel Request - *none*

Activity 4: AEC Program staff will submit budget requests to Associate Dean by March 1, 2018.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		12
Budget Committee		
President's Council		



Program Objective 3: To meet the needs of AEC students across the district, the college will include AEC services and accommodations when planning the expansion of new and existing off-site locations by identifying and providing distance education and off-site support services for AEC 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 #1: Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

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:

Yes: The faculty and staff of the Disability Resource Center has been evaluating the need for off site services in collaboration with Student Services.

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*

Activity 3: Hire a full-time AEC 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	100%	\$ 100000.00	Categorical / On-Going
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Non-Personnel Request - *none*

Activity 4: Develop the process with the Gavilan faculty and staff to implement the test-taking accommodations and services for AEC students through the Clockworks program.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		9
Budget Committee		
President's Council		



Program Objective 4: To increase the number of students served who request test-taking accommodations, provide a larger dedicated space with additional staffing and capacity for expansion.

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.

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

Goal #2: Use student learning outcomes assessment results to inform program plans and make program improvements.

IEC Program Review:

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

Progress:

Yes: 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. During the first pilot year, 69% of students stated that the new space was appropriate for testing accommodations. Since the move to Library 132, the satisfaction level has increased slightly; however, we will continue to monitor the students' concerns regarding the location of the Center.

Activity 1: Assess the possibility of collaborating with the Assessment Center to provide the test-proctoring service across the district.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		11
Budget Committee		
President's Council		