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 general, AEC provides services and accommodations for qualified students to support their student success and to meet the requirements of Federal and State non-discrimination and civil rights laws, including Sections 504 and 508 of the Federal Rehabilitation Act, the Americans with Disabilities Act (ADA), and the California Government Code Sections 11135-11139.5. 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 provides essential services to the campus community and creates bridges between Instruction and Student Services. The department serves a wide variety of students in partnership with public agencies, such as Department of Rehabilitation and HOPE services to provide opportunities for underserved and other special populations.

Program Objective 1: To meet best practices for confidentiality and reporting of student service delivery and increase the efficiency of record keeping system for student files.

Strategy and Goal(s):

Strategy #5: Foster a college culture of engagement and excellence through integrated planning, improved communication, coordination, collaboration, and participation.
Goal #3: Improve integration of instruction, student services, and college operations to build collaboration at every level and meet student achievement objectives.

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 2019 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: Work 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		10
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 the findings of the 2017 Educational Master Plan (EMP).
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 as reflected in the demographic information of the EMP.

Strategy #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.
Goal #4: Evaluate gaps in student outcomes and identify and implement programs and services to increase student achievement.

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 was available, so a personnel request was submitted to fill the position for Spring 2018 and a part-time Adaptive Services Specialist was hired for 20 hours per week. Due to medical issues, this staff member has decreased her hours to 8 per week during the Fall 2018 semester. Due to the increase of student accommodations requests, it is imperative that this position be monitored and filled to meet the needs. 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 the Interim AEC Faculty Coordinator and VP of Student Services by March 30, 2019.

> **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 #1: Optimize enrollment, course offerings, and services to reflect the findings of the 2017 Educational Master Plan (EMP).
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 as reflected in the demographic information of the EMP.

Strategy #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.
Goal #4: Evaluate gaps in student outcomes and identify and implement programs and services to increase student achievement.

IEC Program Review:

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

Progress:

Yes: The faculty and staff of the Accessible Education Center has been evaluating the need for off-site services in collaboration with Student Services. Moving the AEC/VRC counselor to full-time AEC has benefited the students in the AEC program. We will continue to assess and evaluate our student needs and use these results to inform program planning and make program improvements. We will monitor this temporary full-time position with the goal of making the position permanent.

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 - *none*
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		12
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: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.
Goal #4: Evaluate gaps in student outcomes and identify and implement programs and services to increase student achievement.

Strategy #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.
Goal #2: Assess Service Area and Student Learning results to inform program plans, make program improvements, and determine resource allocation.

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 in 2017 and decreased slightly in 2018. A plan was developed to move the location of the Center to be available for the Spring 2019 semester. We will continue to monitor the students' concerns regarding the new location of the Center.

Activity 1: Assess and work collaboratively with the Assessment Center to provide the test-proctoring service across the district.

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

Activity 2: Coordinate the move from the current Test Proctoring Center (LI 139) to the existing location of the College Assessment Center (MP 100).

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

Rankings:

Ranker	Comments	Rank

Dean		
Vice-President		12
Budget Committee		
President's Council		

Program Objective 5: **Develop existing and new recommendations on AB 705 in collaboration with the Math and English Departments to promote success for students with disabilities. In addition, AEC will work with Guided Pathways planners to include AEC support for each Meta Major in a Universal Design format.**

Strategy and Goal(s):

Strategy #2: Increase student completion and meet institutional goals, improve student services and enhance curriculum and programs.
Goal #4: Evaluate gaps in student outcomes and identify and implement programs and services to increase student achievement.

Strategy #1: Optimize enrollment, course offerings, and services to reflect the findings of the 2017 Educational Master Plan (EMP).
Goal #4: Support programs that bridge pre-collegiate credit/non-credit courses and other learning support options intended to prepare students for entry into basic skills, transfer, and career technical programs.

IEC Program Review:

No: During the previous IEC Program Review, it was recommended that we continue to offer our support courses in collaboration with the Math and English departments. With the attention to the AB 705 regulations, these educational assistance courses will continue to provide students with disabilities the opportunity to achieve success in the accelerated and transfer level courses. We will continue to research, develop and refine the student opportunities for support.

Progress:

Yes: Our LD Specialist has been meeting with both the English and Math instructors to discuss the possible effects of the AB 705 regulations and our AEC students. We are in the process of developing a plan to meet with our high school Special Education counselors to discuss the implications for our students. The AEC Coordinator, faculty and counselors have attended many trainings on AB 705 and students with disabilities and plan to develop guidelines.

Activity 1: Develop a plan to ensure a comprehensive approach is maintained in providing above and beyond services to qualified students while working in conjunction with the Math and English Departments.

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

Activity 2: Explore and implement new guidelines that address AB 705 issues in support of students with disabilities and provide training opportunities for faculty and staff who are directly working with our students.

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

Activity 3: Participate in the Guided Pathways movement with the focus on AB 705 implications on the success of students with disabilities.

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

Rankings:

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Vice-President		12
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