

## **The Basics:**

**Column 1** indicates the information being requested for the **2012-13 APRU**.

**Column 2** is where your program information should be recorded. The APRU is a Word document, so you will be able to copy and paste or type in your information into the center column. Word wrap is turned on so the box will expand with your typing.

**Column 3** contains the instructions for responding to the requested information.

When completed, save this Word doc and name it: sspbt13apru\_ *insert your program name here*. E-mail the completed APRU and any supporting documents as attachments to < [haynesjim@fhda.edu](mailto:haynesjim@fhda.edu) >. It is a good practice to upload a copy to the program's TracDat Documents Repository and keep a soft copy for your files to ensure that your work is not lost. Please contact: Jim Haynes < [haynesjim@fhda.edu](mailto:haynesjim@fhda.edu) > or ext. 8954 if you have questions.

**Getting Started:** Review your 2011-12 Annual Program Review Update posted on the SSPBT website: <http://deanza.edu/gov/SSPBT>

<b>Column 1</b> <b>Information Requested for the 2012-13 SSPBT - APRU</b>	<b>Column 2</b> <b>Input your answers in this column. Word wrap is turned on so the box will expand with your typing. Please provide brief responses.</b> Note: Reference documents can also be attached, i.e. TracDat reports. Make sure to note the name of any reference documents in your explanations.	<b>Column 3</b> <b>Instructions:</b>
Program Name:	<b>Disability Support Services</b>	Enter the name of the program being reviewed.
Name(s) of the author(s) of this report:	Kevin Glapion	Enter the name or names of those who wrote this APRU.

<p>What is the program’s Mission Statement?</p>	<p>The mission of the DSS department is to ensure educational access to students with disabilities.</p>	<p>Enter (or cut and paste) your most current Mission Statement. Please <b>highlight</b> changes, if any, to the Mission Statement that was posted in your 2011-12 APRU</p>
<p>Have you made any significant changes in your program based on the feedback you received from the SSPBT’s review of your 2011-12 APRU?</p>	<p>No feedback was received.</p>	<p>Include anything done in direct response to the SSPBT feedback on the 2011-12 APRU.  NOTE: If no feed back was received move to the next question.</p>
<p>Have there been any other significant changes to your program since the 2011-12 APRU?</p>	<p>The department informed (in March 2013) that due to the elimination of an alternate media position at Foothill College the long time alternate media specialist at De Anza in DSS will be laid off and potentially the alternate media specialist from Foothill will enter this position. The skill level and competencies related to alternate media are unknown. The present alternate media specialist has braille abilities as well as original production of alternate media in many formats; she has also served as a reliable source for consultation on accessibility, alternate media, and assistive technology- along with being up- to- date and active in the respective communities. The alternate media specialist has been a good source for understanding and planning for the educational experiences of students with visual impairments.</p> <p>Positive changes have included the hiring of a new test proctor assistant (in November, 2012) to assist in the proctoring of exams in multiple settings (DSS Department and Computer Access Lab). The new hire has been integral in performing follow-up and payment determination in the labor intensive peer note taking program as well as processing bookstore invoices in the book scholarship program.</p>	<p>Please explain any significant changes in: Staffing, equipment, facilities, operational costs, organizational alignment, State/Federal regulations or laws, other?</p>

<p>What Impact have these significant changes had on your program?</p>	<p>The skill level and competencies of the incoming alternate media specialist has not been available to review and discuss.</p> <p>The test proctor position rehire has increased efficiency and service quality for students.</p>	<p>Please explain how these significant changes have impacted your program. What is now different?</p>
<p>What Impact have these significant changes had on your students?</p>	<p>There are small number of students who use Braille and alternate means to acquire Braille material may need to be researched should the incoming replacement not possess braille competencies.</p>	<p>Please explain how these significant changes have impacted your students, including any positive or negative consequences.</p>
<p>Have you initiated anything new to your program since the 2011-12 APRU?</p>	<p>The department has witnessed the inclusion of new processes as the institution continues to adapt the Students Success Act Initiatives and compliance with other state mandates. In particular, over the past year great emphasis has been placed on the development of electronic education plans in Degree Works, evaluating and guiding students in the completion of financial aid extensions, assisting students devise reasonable alternatives, when measurable progress has been made-but they have exhausted their financial aid resources. Additionally, the department has had to adapt to the new probation guidelines and procedures as well as the numerous iterations of these procedures since the spring 2012. The maximum course repeatability standards in place have involved the department having to assist student seek other options, outside of De Anza, to move forward in their De Anza education plan. An overarching initiative of the DSS department is planning for greater automation (adoption of a software scheduling and database management system) as well as developing registration processes to encourage greater independence from the students.</p>	<p>This is similar to the above question about significant changes but is meant to single out any new initiatives.</p>

<p>Is there anything else the SSPBT should know about what has happened in your program since the 2011-12 APRU?</p>	<p>These SSA requirements in supporting students is resulting in having to complete and cross reference additional processes in an already dense disability focused counseling appointment (disability management and accommodations). DSS counselors perform all core functions performed in the general counseling department along with the substantially expanded responsibilities to accommodate students with disabilities. Over the past year, the department has worked to equip students with the ability to be more independent- in particular- as it relates to registering themselves.</p>	<p>Briefly described anything else the SSPBT should know about your program including any trends, future concerns, things on the horizon, etc.</p>
<p><b>CURRICULUM</b></p>	<p><b>Student Learning Outcomes Assessment Cycle</b></p>	<p><b>SLOAC</b></p>
<p>List all of your current and active <b>Student Learning Outcome Statements</b> as they are numbered and recorded in your TracDat account.</p>	<p>The SIGN courses taught by a part-time faculty are presently measuring the following SSLO:</p> <p>SIGN 1 Students will understand and apply the grammatical principles of ASL structures introduced and demonstrate communicative competence in language functions through targeted social interactions.</p> <p>SIGN 2 Students will increase abilities in producing functional vocabulary and finger spelling.</p> <p>SIGN 3 Students will develop greater competency in comprehending and producing ASL communication in dialogue and small groups.</p> <p>SSLO(s) for SPED 240, 245, 290X, and 290Y will be entered into TracDat with descriptions of the results, reflection, enhancements, and plans for implementation.</p>	<p>You may cut and paste your <b>SLO</b> statements here or attach a document to this APRU and be sure to indicate the name of the document.</p> <p>NOTE: Attaching a document is preferred for the "hybrid" programs with both curriculum (SLO) and services (SSLO). Some programs already have their outcome statements in a separate document and/or in their TracDat Document Repository.</p>
<p>What is or has been your <b>SLOAC</b> activity for 2012 -13?</p>	<p>SLO activity has included discussion in SIGN department on the learning outcome development, instrument development/ assessment, and data collection. In the spring 2013 reflection and enrichment to the program will based on data collected, results, and discussion.</p>	<p>Please summarize all Student Learning Outcomes Assessment Cycle activities since the 2011-12 APRU, including any work in progress.</p>

Have you completed a <b>SLOAC</b> in 2012 – 13?	The SLOAC(s) for the SIGN courses will be completed in the spring 2013.	If yes, please summarize the results, discussions, analyses, and any improvement plans that do not involve any new resources to implement.  If no, please give an update of your progress or future assessment plans.
Have you identified any enhancement plans for which additional resources will be needed in order to achieve a desired or improved outcome?	A video course (such as the Bravo Beginning ASL Video Course- \$599.00) would give students greater exposure to ASL concepts and language characteristics with practice exercises, which are progressively more challenging. Language characteristics, such as productivity, arbitrariness, and displacement involves being able to distinguish nuance and subtle aspects of language and communication- all which are improved with drills and repetitive diverse exposure provided by a sophisticated video course system to supplement the curriculum, as suggested above.	If yes, please summarize the results, discussions, analyses, and any improvement plans that will require new resources to implement.
<b>Common and Unique Services</b>		
Are there any <b>additions/deletions /edits</b> to the list of common or unique services identified in your 2011-12 APRU?	The department is adapting to an increase population of students enrolling in distance education; adaption involves developing processes related to this course taking (performing SEC requirements and accommodation requests electronically outside the office, communicating with instructors from afar, ensuring electronic access to course material, coordinating test accommodations via the Catalyst course management or various other courses management systems, which are not supported by ETS).	The 2011-12 APRU asked your program to, list any common or unique services provided to students. Please briefly explain any changes to that list?
Are there any changes to the common or unique service designations listed in your 2011-12 APRU?	The changes to the unique services would include, as described above, greater involvement in providing accommodations and performing disability management counseling via diverse forms of distance education.	The 2011-12 APRU asked your program to designate the direction you believe each of your common or unique services need to move towards. As you recall the choices were to: <b>Grow, Maintain, Enhance, Change Direction, Reduce, or Discontinue.</b> Are there any changes to these

	There has also been an increase request for captioning material in Catalyst and external video material from websites( e.g., You Tube)	designations for a specific service?
<b>SERVICES:</b>	<b>Student Services Learning Outcomes Assessment Cycle</b>	
List all of your current and active <b>Student Services Learning Outcome Statements</b> as they are numbered and recorded in your TracDat account.	SSLO(s) presently being assessed in the DSS program, in the following service area: SSLO #1: Disability Management Counseling: Student will demonstrate information competency related to the achievement of the academic goals, basic skills, and vocational or transfer goals demonstrated in the following areas: resource identification, resource utilizations, and educational planning. SSLO #2: Alternate Media: Students will know the basics of making an alternate media request.	You may cut and paste your <b>SLO</b> statements here or attach a document to this APRU and be sure to indicate the name of the document.
What is or has been your <b>SSLOAC</b> activity for 2012 -13?	For the Disability Management Counseling, data collection has been completed and the department is presently analyzing and reflecting on the outcomes for the DSS SSLO. Data collection, analysis, reflection, (and enhancement to follow) will occur in the spring quarter for the Alternate Media SLO. By May 2013, the department will look to see how these results can enhance current department practices. Trac Dat will be updated, accordingly.	Please summarize all <b>Student Services Learning Outcomes Assessment Cycle</b> activities since the 2011-12 APRU, including any work in progress.
Have you completed a <b>SSLOAC</b> in 2012 – 13?	All SSLOAC(s) are in progress for completion in May 2013 for the SSLOAC(s). Data collection has been completed and the department is presently analyzing and reflecting on the outcomes for the DSS SSLO related to disability management counseling.  Data collection, analysis, reflection, and enhancement will occur in the spring quarter for the Alternate media SSLO. By May 2013, the department will look to see how these results can enhance current department practices.	If yes, please summarize the results, discussions, analyses, and any improvement plans that do not involve any new resources to implement.  If no, please give an update of your progress or future assessment plans.

<p>Have you identified any enhancement plans for which additional resources will be needed in order to achieve a desired or improved outcome?</p>	<p>Trac Dat will be updated accordingly.</p> <p>SSLO#1 (Disability Management Counseling): Beyond enhancement of disability management counseling in connecting students to important resources and developing and employing critical behaviors, no other resources have been identified.</p> <p>SSLO#2 (Alternate Media): To be determined, based on outcome results. No additional resources are identified; however, in the vein of this SSLO assessment, resource allocation may be necessary depending on the skills and competencies of the incoming alternate media specialist.</p>	<p>If yes, please summarize the results, discussions, analyses, and any improvement plans that will require new resources to implement.</p>
<p><b>RESOURCE REQUESTS</b></p>		
<p>Are there any <b>deletions/edits</b> to the resource requests listed in your 2011-12 APRU?</p>	<p>Resource requests were forwarded under Measure C in the fall 2011 and, recently revised, in February 2013. The DSS department meeting room serves as a stock/ storage room, but unfortunately has inadequate storage space. Purchase information for cabinetry was forwarded in the fall 2011 and in the winter 2013- and approved by the Division process, SSPBT process, and the Campus Budget Team- however- recent communication updates relate that expenses for installation will have to come from the Division B Budget, which appears highly unlikely. The department also forwarded a request for a wide screen TV, allowing the department to offer workshops, but this purchase request will also involve installation cost dependent on the B Budget resources.</p> <p>In regards to resources request stated in the 2011-12 the request for test proctor assistant has been provided.</p>	<p>Review your resource requests form your last APRU in 2011-12.</p> <p>NOTE: Resources include: Staffing, equipment, facilities, staff development, operational costs, other.</p>
<p>Are there any <b>additions</b> to the resource requests listed in your 2011-12 APRU?</p>	<p>As described above, additional resources may need to be evaluated based on the skills and competencies of the potential alternate media specialist replacement (TBD).</p>	<p>If adding new resource requests, please provide a brief explanations to the following criteria for each new request (see attached "ICC_SI_SSPBT_Values information sheet"):</p> <ol style="list-style-type: none"> <li>1. Is the request linked to any of the Institutional Core Competencies?</li> <li>2. Is the request linked to any of the Strategic</li> </ol>

		<p>Initiatives?</p> <ol style="list-style-type: none"><li>3. Is the request linked to any of the Core Values?</li><li>4. Is the request linked to any SSLO Assessment Cycle findings?</li><li>5. Is the request linked to your CPR 5-year plan?</li><li>6. How many times has this request appeared on an APRU?</li><li>7. Is the request linked to any of the SSPBT priorities?</li><li>8. What are the plans to assessment the effectiveness of this request if granted?</li><li>9. Is there anything innovative, unique, or cutting edge about this request?</li><li>10. Other information in support the resource request.</li></ol> <p>OR</p> <p>For each new request, attach a detailed document that addresses the 10 criteria listed above – be sure to indicate the name of the document.</p>
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