Consolidation Committee
Final Report

Committee Details:
Disability Services

Date: 7/14/2015

Committee Name:
Disability Services
(Committee: 43-2)

Committee Co-Chairs:
Darryl B. Holloman &
Coletta Carter

Functional Area: Student
Services

Functional Area Coordinator: Dr. Douglass F. Covey

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

<table>
<thead>
<tr>
<th>Task 1: <em>Combine Disability Services and Resources</em></th>
<th>Recommendation and/or Action Taken:</th>
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<tbody>
<tr>
<td><strong>Recommendation for task 1 was rewritten and approved by CIC</strong></td>
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<tr>
<td>• Develop and implement education campaign to support student, faculty, and staff transition to consolidation</td>
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<td>• Consolidate and broaden assessment efforts to include but not limited to usage data (office visits, services used, etc.), develop/revise current assessment instruments for faculty and students, establish similar assessment cycle, and identify a data collection method (How will the instrument be distributed?)</td>
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<td>• Consider feedback from GPC and GSU disability services staff (discuss the climate of both offices/school to determine the best approach when determining processes)</td>
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<td>• Review and develop consistent processes that include but are not limited to request for services include documentation review period, student accommodations letters, compensating note takers, priority registration, AMAC, ESA/Service Animals, provisional, transient, and online students, scribes and readers</td>
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<tr>
<td>• Review and develop consistent policies and procedures for student services and records</td>
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<td>• Identify and select a new office name</td>
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<td>• Update website</td>
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Task 2: Recommends establishing comparable disability services and related resources
## Recommendation and/or Action Taken:

- Establish accommodations process that include but are not limited to temporary disabilities and Housing Accommodations (if applicable)
- Establish related resources that include but are not limited to the availability of staff and contract interpreters and captionists (CART/C-PRINT) for campus events or other needs, academic coaching, student programming, Assistive Technology Equipment Loan, Read and Write Gold
- Reassign employee accommodations to HR at GSU
- Conduct needs assessment: surveys or feedback about students’ needs or concerns, compile a list of available resources
- Negotiate the unification of the AMAC contract
- Create appropriate and adequate testing space on each campus
- Establish a uniform model for the delivery of transition services

### Task 3: Recommends identifying and procuring database management system

**Withdrawn from consideration due to not being related to consolidation efforts**

### Recommendation and/or Action Taken:

- Determine how each campus uses current database system to include database functional capacity to run reports and other pertinent information, identify current and optimal needs for a database system e.g. BANNER export/integration
- Implement a shared database to include staff training
- Investigate additional database systems to determine its functionality, specifically Simplicity and Clockwise

### Task 4: Recommends developing and implementing accessibility standards for websites and online courses

**Standard ADA issue and must be adhered based on federal regulations**

### Recommendation and/or Action Taken:

- Address access to all course materials and websites for screen readers
- Establish a captioning policy that fully address access to media in courses both face-to-face and online, and access to all media posted on the college’s website

### Task 5: Recommends developing and providing professional development opportunities for disability services staff

**Withdrawn by CIC due to current practice of continuous professional development and training for University employees.**

### Recommendation and/or Action Taken:

- Disability compliance professional development for disability services staff
- Unify campus sponsored and off campus professional development offerings for all staff

### Other/Final Comments (if any):