



## STUDENT ACCESSIBILITY SERVICES DEPARTMENT and PROGRAM REVIEW: DEPARTMENT PLAN

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### Part 1: Department Mission Statement

Student Accessibility Services office provides equitable access to COCC programs and services for students with disabilities through collaborative partnerships, education, advocacy and accommodations

### Part 2: Strategic Plan Connection

- X [Student-Ready College](#)
- X [Access](#)

### Part 3 and 4: Goals/Outcomes and Activities

#### Goal #1:

Increase Department visibility and awareness across the college, increasing student and faculty knowledge of parameters of Student Accessibility Services and developing and delivering clear educational materials.

#### Outcome

- Faculty/Students have a clearer understanding of services and limitations, especially as it applies to differences between high school and college.
- Faculty have a better understanding of the parameters around accommodations.
- Faculty will respond accurately to student questions or know when to contact SAS.

#### Activity

- Posting Quarterly Newsletters to community folders
- Publish Webpage of Department Operating Principles and Org Chart posted to intranet
- Prepare and conduct Joint presentations with admissions and records to high school students
- Collaborate with High School partnership program on SAS information more specific in high school admissions and recruitment material and how to assess understanding
- Conduct joint training sessions with eLearning to faculty
- Attend/Participate/Present at Branch campus activities
- New presentation to leadership on 'SAS' information to assist with information to faculty about accommodations.
- New SAS Department inquiry form for presentations and calendar to track presentation events.

#### Goal #2

Target high school information to better prepare students for COCC accommodation information and readiness at the college level.

#### Outcome

- High school students complete accommodations process before the term they are enrolling in
- High school students referred to us correctly for accommodation support.
- High school students on IEP/504's given pre-approved list of accommodations

#### Activity

- Partner with High School partnership programs to: 1. identify marketing material for students
- Attend presentations to high schoolers.
- New high school accommodation information provided in partnership programming material, such as orientation information.

### **Part 5: Measurement Tool and Timeline**

List how you will measure your progress towards each of your department goals or outcomes here. Include the specific tool (e.g., survey, Institutional Effectiveness department data, Banner, etc.) and when you will measure it each year.

- Goal #1: Track the number of requested and scheduled presentation events through Qualtrics form and SAS Calendar, and increase by 10% the number of departments that SAS has visited/presented for.
- Goal #2: Provide accommodation information to 100% of identified high school students through partnership programming materials.
- Attend least 2 high school partnership program visits per year with materials to include accommodation readiness information.