

Santa Rosa Junior College

Program Resource Planning Process

DSPS 2021

1.1a Mission

The Disability Resources Department's (DRD) mission is to provide students with disabilities equity and access to a community college education through specialized instruction, disability related support services, and advocacy activities. DRD's mission is well aligned with the District vision and mission specifically in supporting the District's affirmation of responsibility to provide student and academic support services in order to improve student success and enrich student lives.

1.1b Mission Alignment

DRD is fully aligned with District's Strategic Plan goals and objectives.

Strategic Plan: Goals and Objectives	DRD Alignment with Strategic Plan
<i>A. Support Student Success:</i> <i>Support development of the whole student from early college awareness through successful completion of educational and career goals</i>	
Expand and sustain access by eliminating barriers, expanding strategic outreach efforts, and delivering services effectively through current technologies	In the last year, DRD has actively reduced barriers to access of services by: <ul style="list-style-type: none">• Reaching out to incoming high school students through the Transition to College team.• Streamlining request for services forms and procedures.• Providing applications forms online for DRD services.

	<ul style="list-style-type: none"> • Providing services for online education students via telephone/online/Zoom. • Coordinating referrals to local medical providers when student does not have verification of disability. • Embedding DRD services in the Veteran's Affairs office • Increasing students' access to course materials by providing recording devices, smart pens, and assisted listening devices. • Increasing access to assistive technology in DRD Testing Offices via web based applications. • Collaborating with counseling to offer online counseling orientation that meets new matriculation guidelines. • The move of DRD Testing Offices to a more centralized location on the Santa Rosa campus.
<p>Increase retention and academic progress through student engagement with academic and student services, faculty and staff, and campus and community activities</p>	<p>Total student headcount for the 2019-2020 academic year was significantly impacted due to the COVID 19 pandemic. DRD student enrollment fell approximately 20%, which was consistent with the overall college enrollment numbers.</p>
<p>Increase the number of students who complete their educational plans and goals</p>	<ul style="list-style-type: none"> • DRD encourages a minimum of 3 contacts with DRD specialists during the Fall semester for first year students. • DRD faculty and staff provide the matriculation requirements for students with disabilities. • DRD coordinates services with EOPS and Counseling, Scholarship and Financial Aid regarded recommended unit load for students. • DRD regularly engages in cross-training with Counselors, through email updates and by having a DRD faculty member

	<p>attend weekly Counseling Faculty meetings.</p> <ul style="list-style-type: none"> • DRD offers training in computer use in our Access technology Center.
<p>Enhance cultural responsiveness to better serve all student populations with a focus on first generation college students and the increasing Latino/a population</p>	<p>DRD has 1 faculty specialists who can conduct appointments in Spanish, and two bilingual classified staff members to provide service information in Spanish.</p> <p>DRD has hired a number of bilingual student workers who cumulatively speak a total of three languages including Spanish, French, and Portuguese,</p> <p>The Dean of DRD will be taking a Spanish immersion course in Summer 2019. DRD is increasing its ability to serve Spanish speaking students by authorizing interested staff to take Spanish language classes.</p>
<p><i>B. Foster Learning and Academic Excellence Foster learning and academic excellence by providing effective programs and services</i></p>	
<p>Support and promote teaching excellence across all disciplines</p>	<p>DRD provides individual consultation services to faculty as well as department-wide and college-wide trainings to increase faculty's skill in providing academic accommodations and support for students with disabilities. DRD has an Outreach Team, which provides liaison training for instructional departments and service areas.</p>
<p>Engage students and spark intellectual curiosity in learner-centered environments</p>	<p>As instructors and in provision of allied services, DRD faculty encourage students to be active learners. Students with disabilities are taught strategies to mitigate the limitations of their disability with the goal of full engagement in the college's learner-centered environments.</p>
<p>Integrate academic and student support services across the college and curriculum</p>	<p>DRD partners with instructional faculty in the provision of in-class accommodations. All DRD classes integrate on campus student support services into the curriculum. DRD faculty regularly train instructional faculty on best practices for managing the educational environment and supporting students.</p>
<p>Identify and implement responsive instructional practices that increase the learning and success of our diverse students</p>	<p>DRD faculty will lead a Fall PDA training on the benefits of Universal Design for all students. Information on Universal design is also contained on the DRD website.</p>

C. Serve our Diverse Communities *Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership*

Identify the educational needs of our changing demographics and develop appropriate and innovative programs and services with a focus on the increasing Latino/a population	In the 2018-2019 school year, 8,741 SRJC students identify as Hispanic. 23% of students with disabilities registered with DRD identify as Hispanic. DRD continues to offer staff and faculty release time to enroll in Spanish classes.
Contribute to the richness of our multicultural community by promoting cultural initiatives that complement academics and encourage the advancement and appreciation of the arts	DRD promotes Disability Awareness activities throughout the year (e.g. Cochlear Implant Support Group, Day Under the Oaks). In addition, DRD regularly partners with the Theater Arts department to integrate disability awareness into Theater Arts productions.
Meet the lifelong educational and career needs of our communities (e.g. seniors, emerging populations, veterans, re-entry students)	DRD addresses lifelong educational needs through 1:1 educational planning counseling with students, instructional programming—including the popular career development courses, veterans outreach, cochlear implant support group, and Adapted PE courses.
Provide relevant career and technical education that meets the needs of the region and sustains economic vitality	DRD collaborates with community career development partners, such as the Department of Rehabilitation, to provide career assessment and educational counseling for students interested in career and technical education pathways. DRD has a grant programs with the specific goal of CTE training and transition to work called the College to Career Program.

D. Improve Facilities and Technology *Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation*

Incorporate best practices and innovations for facilities and technologies in order to enhance learning and working environments	<p>DRD is in alignment with the college’s standard for use of facilities and technology to facilitate delivery of services and increase workplace effectiveness.</p> <p>DRD makes uses technology to propel data-driven decisions. Multiple data sources are utilized such as SARS, SIS and a department database (File MakerPro).</p>
Improve and sustain infrastructure, facilities, and technology to proactively support our diverse learning community	DRD garnered college-wide support in relocating its services and programs on the Santa Rosa campus from the remotely located Analy Village to Bertolini Hall, thereby increasing our proximity to other Student Services. This centralized presence not only increases DRD’s accessibility, but also increases the visibility of DRD services to the entire college

	population. Our Access Technology Center and College to Career Program will be moving from Pioneer Hall to Bertolini Hall so that most DRD resources are located in one place. Additionally, DRD plans to move the Testing Support Office sometime in 2019 to a more centralized location on campus.
Increase District-wide coordination and collaboration to improve facilities and technology access, efficiency, and effectiveness	DRD's ongoing improvements to offer centralized student support services has resulted in District-wide discussion and planning about facilities. DRD contributes in discussions regarding accessibility through membership on the District Accessibility Committee.
Provide effective facilities and technology technical training for all employees to ensure operational effectiveness	DRD administration, faculty and staff take advantage of technology training opportunities by the college. In addition, DRD regularly conducts in-house trainings to stay current in assistive technology.

E. Establish a Strong Culture of Sustainability *Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity*

Expand, support, and monitor district-wide sustainability practices and initiatives	DRD's efforts toward sustainability are commensurate with college-wide efforts. Most of the business of DRD has transitioned to the electronic environment over the past several years.
Infuse sustainability across the curriculum and promote awareness throughout District operations	DRD faculty have increased their use of technology to disseminate course information to students through DRUPAL and CANVASS, and the student portal. DRD routinely evaluates the use of paper in its procedures. College Success courses in DRD address the skills required to live in a paperless world, i.e. use of smart phone, tablet and computer technology for both educational and life skills.
Promote social and economic equity in the communities we serve	DRD regularly contributes to the campus dialogue to increase disability awareness.
Ensure economic sustainability by leveraging resources, partnering with our communities, and contributing to the economic growth of the region	DRD has a strong internal scholarship program that yearly awards over \$20,000 to qualified students. DRD currently has 1 large grant funded program.

F. Cultivate a Healthy Organization *Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality*

Foster an environment focused on collegiality and mutual	DRD administration, faculty and staff demonstrate respectful and collegial relationships with students and colleagues.
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respect in regards to cultural and individual perspectives	
Recruit and hire outstanding faculty and staff and implement an exemplary Professional Development Program for all employees	All DRD faculty and staff demonstrate areas of expertise and extensive experience in supporting people with disabilities. DRD faculty regularly lead Professional Development Trainings on suicide prevention, managing distress, disruptive, and dangerous student behaviors, use of assistive technology, and universal design. DRD faculty also contribute to faculty and staff training in the Academic Senate, New Faculty Program, the Crisis Intervention Resource Team, and through 1:1 consultation with faculty, staff, and administration.
Establish robust programs to improve the health and wellness of students and employees	DRD faculty routinely discuss health and wellness-maintaining behaviors with their students as part of providing disability management counseling services. DRD faculty regularly serve on the Health Services Advisory Committee for Student Health Services and actively refer students to SHS services.
Increase safety planning, awareness and overall emergency preparedness	Disability Resources is fully engaged in the planning process for emergency and disaster preparedness specifically for individuals with disabilities. The DSPP Dean is working on this initiative through the District Accessibility Committee. In addition, DRD has identified Area Safety Leaders for Bertolini Hall, Pioneer Hall, Jacobs Hall (Petaluma), and Analy Village Building D. DRD assesses student need for evacuation assistance and plans accordingly.

G. Develop Financial Resources Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability

Increase the amount of discretionary, unrestricted general fund local revenue	DRD prudently manages categorical funds from the Chancellor's office for services delivered, reducing the burden of cost to the District.
Increase and maintain the District reserves above the state requirements	N/A
Pursue alternative funding sources including grants, partnerships, and scholarships to support our diverse communities and students	DRD has greatly expanded support and educational services for students with disabilities by pursuing external grants (see the PRPP for the College to Career Program).
Manage enrollment and course offerings to maximize apportionment funding	The DRD Department chair, in collaboration with the curriculum committee, the faculty and administration, actively monitors course enrollments and creates schedules based on past data of student demand.

H. Improve Institutional Effectiveness *Continuously improve institutional effectiveness in support of our students, staff, and communities*

Fully implement continuous quality improvement strategies to achieve greater transparency, effectiveness, efficiency, and participation	DRD actively participates in college wide continuous improvement efforts. DRD faculty and administration consistently serve on the Strategic Planning Task Force, the Student Services Accreditation work group, the Institutional Planning Council, the Academic Senate, Project Learn, and Student Services Council, Curriculum Tech Review, District Facilities Planning, DTREC, and numerous other committees. Within DRD, we have identified and implemented a continuous cycle of assessment for program and course Student Learning Outcomes. In addition, the DRD faculty and administration meet bimonthly to enhance communication, streamline processes to meet students' needs, as well as to educate and train staff.
Enhance internal and external communication systems to ensure effectiveness	By consolidating most of our services into one building in Santa Rosa, and by exploring the idea of integrating DRD in with other Student Service areas in Petaluma, our systems will naturally become more efficient and sustainable.

1.1c Description

The DSPS program at Santa Rosa Junior College is provided through the Disability Resources Department, which is serving an estimated 2000 students with disabilities in 2021-2022. Administrators, faculty, classified staff, STNC and student workers totaling approximately 50 employees provide services and instruction through Disability Resources. Located in the Bertolini Student Services Building and to Plover Hall in the center of the campus, services are centralized for easy student access. The Department also has an office suite on the Petaluma campus in the Mkie Call building which accommodates the full operation of support services for students with disabilities attending college at that campus. The department utilizes shared use classrooms on both campuses for special class offerings.

DRD's faculty is comprised of specialists with training and backgrounds in:

- Acquired Brain Injury
- Autism
- Deaf/Hard of Hearing
- Intellectual Disabilities
- Learning Disabilities
- Psychological Disabilities
- Physical Disabilities
- Visual Impairment

- ADHD

Specialists meet with students individually to develop and maintain the Approved Academic Accommodations letters, to provide disability management and academic advising, and to assist students in setting up and accessing their approved academic accommodations and services each semester.

In addition to serving the individual needs of students with disabilities, the Disability Resources Department is also comprised of the following programs, services and outreach efforts:

Acquired Brain Injury Program

The ABI Program provides services to students who have sustained brain injuries. Students with acquired brain injuries experience a wide range of limitations that directly affect their ability to achieve academic success. The nature and severity of an individual's brain injury (e.g., stroke, tumor, fall, motor vehicle accident, drug overdose, the length of time since the event occurred, and what, if any, type of rehabilitation they have received are all factors that may impact their ability to access and advance through their curriculum. Difficulty with concentration, memory, stamina, stress, judgment, reasoning, time management, and communication are common to this population.

SRJC's ABI Program is the only place in Sonoma County where these individuals can learn about how to manage the effects of their acquired brain injury in an academic setting as they resume the educational paths identified prior to their injuries, or create new goals based on their new capacities. It is through expertise of the ABI specialists that SRJC students with ABI begin to understand the new nexus between their cognitive strengths and weaknesses, and the demands of their educational goals.

Additionally, the ABI program specialists coordinate the Concussion Management Program for student-athletes in conjunction with the SRJC Head Athletic Trainer. Hundreds of student-athletes are administered baseline cognitive and balance testing, and provided with extensive concussion education at the start of their sport season. Students are referred, tested, and provided with counsel and academic accommodations upon sustaining a sports-related concussion. The program is highly regarded and gaining national attention. The unique feature of the SRJC program is the cooperative design between Disability Resources and Athletics.

No ABI Specialist is currently assigned to the Petaluma campus, but Specialists from SR work in Petaluma as needed to meet the student need.

Adapted Physical Education Program

The Adapted P.E. program offers a variety of physical fitness classes that are modified to meet the needs of students with disabilities who could not otherwise benefit from P.E. classes. Students participating in Adapted P.E. classes develop skills in swimming, weight training, Pilates, and other functional fitness exercises that lead to the goal of participation in regular P.E. classes. Participation also supports students in their overall health supporting them in their general college participation. Note: The oversight and administration of Adapted P.E. realigned to Kinesiology, Athletics and Dance beginning fall 2014. Coordination with DRD continues to be effective and students have not been impacted by the realignment.

No Adapted P.E. is currently offered at the Petaluma Campus.

Assistive Technology

The Assistive Technology Center provides students with a comprehensive assessment and instruction in the use of assistive technology and alternate media. The Assistive Technology

Center also oversees the production of alternate media. Providing alternate media is a mandated service by the California Education Code Section 67302. Federal and State laws require community colleges to operate all programs and activities in a manner in which is accessible to students with disabilities. This includes making course content and instructional materials accessible.

In addition to providing instruction to students, the Assistive Technology Center staff, provide expertise in assistive technology programs, accessibility, and compliance. The Assistive Technology Center staff consult with district staff, faculty, and management in an effort to maintain over 60 accessible computer workstations throughout the District. These stations require regular updates, upgrades, and troubleshooting to ensure that the District remains compliant with Federal and state mandates

An AT Lab is located in both Santa Rosa and Petaluma DRD.

College To Career Program

The College to Career Program is a Cooperative Contract Program with the California Department of Rehabilitation designed to provide Career and Technical Education support and training for students with intellectual disabilities. SRJC is one of five such programs in the state.). C2C is designed to serve 20 students per year in a three year cycle, serving a total of 60 students at any given time. The program is in its third year of operation with three cohorts of students. The goal of the program is to provide Career and Technical Education and work experience culminating in paid, competitive employment at the end of the program.

The College to Career Program is only be offered on the Santa Rosa campus at this time.

Deaf and Hard of Hearing Program

The Deaf and Hard of Hearing Program meets the needs of students who are Deaf or hard of hearing by providing academic advising, disability management counseling, authorization and provision of accommodations (e.g. interpreters, note takers, real time captioning, assistive listening devices and test proctoring) for students taking classes at all district locations. The program regularly collaborates with the ASL department to provide professional development activities on issues related to meeting the needs of Deaf students on campus. The program provides support to community members through the Coping Strategies for Hearing Loss class, and through access to interpreted SRJC sponsored events such as theater productions, tours of the art gallery and planetarium shows, when requested. Staff collaborate with the California School for the Deaf and local schools to provide a smooth transition from high school. Staff also work closely with many community agencies such as the Department of Rehabilitation, Disability Services and Legal Center, and West County Community Agency to meet the academic, mental health, legal and vocational needs of students.

Services for Deaf students are provided at all District locations, including the Petaluma campus.

Disability Intake and Support Services

Federal and State laws require that SRJC provide disability accommodations to all qualified students in a timely manner. Disability Intake Facilitators on both the SR and Petaluma campuses coordinate the intake process for students including provision of information, processing of application for services, and securing of medical documentation verifying disabilities. This is all done at busy "front desk" locations while managing all appointment scheduling and clerical support for the department.

After student documentation is compiled, each student file is reviewed for eligibility by the DSPS Dean and each student is assigned to a Specialist. The Specialist provides disability management counseling, academic advising, and authorizes the appropriate accommodations, generating accommodation letters for students to present to their instructors.

The Support Services office on both the SR and Petaluma campuses coordinates the provision of accommodations for all DRD students including note taking services, test taking services, in-class mobility assistants, readers and transcribers, and the complex distribution of accessible furniture throughout the District.

All intake and support services are offered on both the SR and Petaluma campuses and as needed by appointment at all other District locations.

High School Transition Program

DRD's Transition to College program (TC) is an outreach effort that takes place annually. It is designed to reach graduating high school seniors who have received Special Education services and plan to attend SRJC.

TC also facilitates the completion of the matriculation requirements for accessing priority registration.

TC takes place on both the Santa Rosa and Petaluma campuses. Annually, approximately 200 high school seniors in Sonoma County participate in TC.

Instructional Program

The mission of the Disability Resources Department Instructional Program is to provide students with disabilities specialized instruction that fosters academic success, disability management, and career success. This is accomplished through the use of innovative instruction that engages students as active learners. It is the department's goal to utilize best practices when developing instructional programs and teaching students with disabilities.

While DRD's instructional program has shrunk in recent years due to reductions to the schedule of classes and loss of funding, the department is carefully rebuilding an instructional program to support students with disabilities.

The College to Career Program requires students to enroll in a series of both credit and noncredit DRD course offerings.

Instructional offerings are on both the Santa Rosa and Petaluma campuses.

Learning Disability Program

The Learning Disability Program serves students whose disability specifically limits their success in the traditional academic setting and/or employment. Learning disabilities are diverse and complex in how they impact each individual and may coexist with other disabilities or conditions.

Services offered by our Learning Disability Program include verifying student eligibility for LD services; provision of LD assessment testing; disability management counseling; authorization of academic accommodations; academic and vocational advising; and liaison with instructional faculty regarding specific needs of LD students.

It is important to note that the individuals with learning disabilities possess average to above average intelligence. Many students with exceptional intelligence are able to compensate for their LD throughout elementary and secondary school years. They may remain unidentified until faced with the rigors of college and identification through LD assessment testing.

Veteran's Outreach

Fourteen hours per week a disability specialist works in Veteran's Affairs on the Santa Rosa campus. The specialist is able to identify student veterans who might benefit from services from Disability Resources and offer streamlined eligibility and access to services. Disabled student veterans have historically been an underserved population by Disability Resources. Veterans do not typically seek out disability services; imbedding a disability specialist in Veteran's Affairs is a way to bridge this gap and educate disabled veterans as to the benefits of Disability Resources.

1.1d Hours of Office Operation and Service by Location

Mandated services such as sign language interpreters, lab assistants, note takers, etc., are available at all times that classes are offered at any SRJC location.

The Department reception office is open from 8:00 - 5:00, Monday through Thursday and 8:00 - 12:00 on Friday on both campuses.

1.2 Program/Unit Context and Environmental Scan

The relocation of many of the services of Disability Resources to the central area of campus has greatly improved access for students and staff.

2.1a Budget Needs

The Disabled Students Programs and Services program is not requesting any additional funding from the general fund. The current funding model with categorical funding covering most of the program, and the Districts general fund providing a match for our DHH program, and the funding for instruction and staff members on leave, will sustain the program through the 2021-2022 academic year.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Intake Facilitator (Bertolini)	40.00	12.00	Reception and DSPP intake support
Support Services Specialist	40.00	12.00	Coordination of student accommodations
Support Services Specialist	40.00	10.00	Coordination of student accommodations
Alternate Media Specialist	40.00	11.00	Oversight of alternate media production and video captioning
Sign Language Interpreter Sr	30.00	11.00	Provide interpretation for Deaf students
Sign Language Interpreter Sr.	40.00	11.00	Provide interpretation for Deaf students
Sign Language Interpreter	30.00	10.00	Provide interpretation for Deaf students
Admin Asst. II	40.00	12.00	Dean Support
Job Developer	40.00	12.00	College to Career
Vocational Skills Coach	20.00	10.00	College To Career Program
Administrative Assistant III	40.00	12.00	Reception and DSPP intake support
Administrative Assistant III	40.00	12.00	Support for DHH program
Testing Specialist	40.00	12.00	HiSET and GED Testing Proctor

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Disabled Students Programs & Services	40.00	12.00	Oversight and coordination of DSPP

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
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Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Sign Language Interpreter	15.00	10.00	provide sign language interpreting for Deaf students
Service Facilitator/ Testing Tech (Pet)	10.00	11.00	Assist students with disability intake process and/or provides support to the support services specialist on the Petaluma campus
Service Facilitator/Testing Tech	20.00	12.00	Assist students with disability support services and testing
service Facilitator / Testing Tech	20.00	12.00	Assist students with disability support services and testing
Service Facilitator / Testing Tech	20.00	12.00	Assist students with disability support services and testing
Sevice Facilitator / Testing Tech	20.00	12.00	Assist students with disability support services and testing
Service Facilitator/ Testing Tech	20.00	12.00	Assist students with disability support services and testing
Service Facilitator /Testing Tech	20.00	12.00	Assist students with disability support services and testing
Administrative assistant	40.00	12.00	Assist Front Desk
Administrative assistant	40.00	12.00	Assist Front Desk

2.2d Adequacy and Effectiveness of Staffing

Spring 2022 will require backfill for a sabbatical leave and for our Department Chair.

Due to below market value salaries for ASL interpreters, it has been necessary for the District to contract with agencies at much higher (sometimes more than double) costs as well as utilizing Virtual Remote Interpreting.

Increasing the hourly rate for the ASL STNCs must be implemented ASAP in order to retain appropriate staffing for our DHH program, and to reduce costs incurred by using contracting agencies.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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2.3a Current Contract Faculty Positions

Position	Description
Disability Specialist: Deaf and Hearing Impaired	Disability management counseling, advising, and instruction for Deaf students, or students with hearing impairments. Supervises the sign language interpreters and the Deaf program.
Disability Specialist: Learning Disabilities	Assessment, advising, and instruction for students with learning disabilities
Disability Specialist: Psychological & Physical	Disability management counseling, advising, and instruction for students with psych disabilities
Disability Specialist: Acquired Brain Injuries	Assessment, advising, and instruction for students with Acquired Brain Injuries.
Disability Specialist: Acquired Brain Injuries	Assessment, advising, and instruction for students with Acquired brain injuries.
Disability Specialist: ID, Autism Spectrum, ADD	Disability management counseling, advising, and instruction for students with intellectual disabilities, diagnoses on the autism spectrum, or attention deficit disorders.
Disability Specialist: Psychological & Physical	Disability management counseling, advising, and instruction for students with psychiatric and/or physical disabilities.
Disability Specialist: ID & Autism Spectrum	Disability management counseling, advising, and instruction for students with intellectual disabilities or diagnoses on the autism spectrum.
Disability Specialist: Generalist (PET)	Assessment, advising, and instruction for students with disabilities at the Petaluma campus.
Disability Specialist: Learning Disabilities(PET)	Assessment, advising, and instruction for students with learning disabilities
DRD Counselor	Provides academic and career counseling to students with disabilities.
Disability Specialist: Learning Disabilities	Assessment, advising, and instruction for students with learning disabilities

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	
DRD	0.0000	0.0000	0.0000	0.0000	This section pertains to instructional faculty so no data entered.

2.3c Faculty Within Retirement Range

No DRD faculty are currently within retirement range.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

We have no staffing requests forthcoming.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The instructional software requests in 2.4c are renewals of existing software packages that are part of District Accessibility.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	01	02	JAWS Screen Reading Software	1	\$1,600.00	\$1,600.00	K. Starke	various	K. Starke
0001	ALL	01	02	Read & Write Gold Access Tech Software	1	\$1,400.00	\$1,400.00	K. Starke	various	K. Starke
0001	ALL	01	02	Dragon Naturally Speaking Speech to Text software	1	\$570.00	\$570.00	K. Starke	various	K. Starke
0001	ALL	01	02	Magic Pro w/speech screen reading software	1	\$1,600.00	\$1,600.00	K. Starke	various	K. Starke

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

Disability Resources

Analysis of Existing Facilities

The Disability Resources Department (DRD) is located in the Bertolini Student Center. As of fall of 2019, this location includes the Access Technology Center, and College to Career program. The DRD Support Services/Testing office was also relocated and now resides in Plover Hall. The current facilities for DRD on Petaluma Campus are located in the Mike Call building, adjacent to other student services. The locations of Bertolini Student Center and Call Hall serve the needs of students with disabilities well, providing proximity to public transportation and services which support their engagement and success.

3.1 Develop Financial Resources

The Disability Resources Department has a long history of applying for, and being awarded grants. Currently one large program within DRD is funded with competitive grant funding.

- The College to Career Program is currently funded with a three year, \$870,000.00 grant.

Several smaller grants from both internal (Foundation) and external sources have been acquired during the past year to support the purchase of special equipment for students with disabilities, and to promoted programming that highlights DEI initiatives.

3.2 Serve our Diverse Communities

All recent recruitments for faculty, classified, and management positions have included a stated preferred skill of Spanish/English bilingual, bi-cultural ability.

The department continues to have forms and information documents published in Spanish as part of the Department's community outreach efforts. Materials for parents of high school seniors have been provided to local high schools in both English and Spanish. The DRD Request for Services and Student Education Contract are both translated into Spanish.

A Spanish/English bilingual Support Services Specialist works in our Testing and Support Services Office.

A Disability Specialist is able to conduct appointments with students in Spanish. Seven members of DRD enrolled in, and completed Spanish courses, with some completing Spanish 3.

Our department also provides a culturally welcoming environment to Deaf students with two bilingual (ASL/English) Disability Specialists, and ASL interpreters.

In 2020-2021, the department embarked on an iterative Equity Analysis to assure that all students are served and receive the support and services that they require to be successful. This work is ongoing, with a dedicated committee that provides guidance and ideas in moving the work forward.

3.3 Cultivate a Healthy Organization

Regular in-service training in disability specific topics are provided for department staff. Staff are supported with release time to attend District sponsored staff development trainings and activities.

Additionally, DRD is able to provide support to other areas by providing information about best practice, Universal Design for Learning, and DEI practices based on our own equity analysis.

3.4 Safety and Emergency Preparedness

Our DRD Area Safety Coordinators will be completing the scheduled trainings in order to understand the district's emergency response procedures once we are back on site.

DRD Area Safety Coordinator Committee

(Kim, Debbie, Tanya, Melinda, Jennifer, Noah, Lindsay, Melissa, Stephanie)

At the last PDA that was held in person, DRD went over our department safety procedures and ran through a drill to assure that all those in the department knew expectations in the event of an emergency.

3.5 Establish a Culture of Sustainability

Most Disability Resources Department operations are now electronic, and will continue to be, even once faculty and staff return to in-person services.

4.1a Course Student Learning Outcomes Assessment

4.1a. DRD Course Student Learning Outcomes

The Disability Resources Department participates in a regular cycle of assessment of its course student learning outcomes. Disability Resources faculty assess at least one course SLO each time a course is offered, rotating through all of a courses' SLO's before repeating assessment of previously assessed SLO's.

All course assessment results, including methods, analysis and changes have been posted on SharePoint. Additionally, Disability Resources faculty share their reflections on their student learning assessments at department meetings.

4.1b Program Student Learning Outcomes Assessment

4.1b DRD Program Student Learning Outcomes

DRD Student Learning Outcomes Statements

The Disability Resources Department is committed to participating in a regular cycle of assessment toward the achievement of the following student learning outcomes:

1. Students will demonstrate independence and personal responsibility accessing curricular and co-curricular programs and activities.
2. Students will develop self-awareness and project self-confidence.
3. Students will utilize technology to enhance academic success.

Creating an Ongoing Regular Cycle of Assessment

Faculty in the Disability Resources Department have collaborated to create a meaningful ongoing cycle of assessment of its Program SLO's. Each year DRD faculty members meet to review and update the plan to ensure it continues to reflect the current needs of the Department and its students. All completed DRD Program assessments are posted on SharePoint. As of the current academic year (2021-2022) all program SLO's have been assessed at least once during this 6 year cycle.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	DRD 314	Fall 2015	Fall 2015	N/A
Course	DRD 360.1	Fall 2015	Fall 2015	N/A
Course	DRD 360.2	Fall 2015	Fall 2015	N/A
Course	DRD 360.3	Spring 2016	Spring 2016	N/A
Course	DRD 363	Spring 2016	Spring 2016	N/A
Course	DRD 371.1A	Fall 2015	Fall 2015	N/A
Course	DRD 371.1B	Spring 2016	Spring 2016	N/A
Course	DRD 371.2A	Fall 2015	Fall 2015	N/A
Course	DRD 371.2B	Spring 2016	Spring 2016	N/A
Course	DRD 371.3A	Fall 2015	Fall 2015	N/A
Course	DRD 371.3B	Spring 2016	Spring 2016	N/A
Course	DRD 390.2	Fall 2015	Spring 2016	N/A
Course	DRD 390.3	Spring 2016	Spring 2016	N/A
Course	DRD 391	Fall 2015	Fall 2015	N/A
Course	DRD 705	Fall 2015	Fall 2015	Fall 2013
Course	DRD 761	Spring 2016	Spring 2016	N/A
Service/Program	Independence/responsibility ac	Fall 2014	Fall 2014	Fall 2014

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Utilize technology	Spring 2015	Spring 2015	Spring 2015

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Accommodations & Services		X		X	X					X			X			X
DRD 313				X	X	X	X	X	X	X	X	X	X	X	X	
DRD 314				X	X	X	X	X	X	X	X	X	X	X		X
DRD 352				X	X	X	X	X	X	X	X	X	X	X	X	
DRD 360.1				X	X			X	X	X	X					X
DRD 360.2				X	X			X	X	X	X					X
DRD 360.3				X	X			X	X	X	X					X
DRD 363				X				X	X	X	X					X
DRD 370.1A		X		X	X		X	X	X	X	X	X	X			X
DRD 370.1B		X		X	X		X	X	X	X	X	X	X			X
DRD 370.2A		X		X	X		X	X	X	X	X	X	X			X
DRD 370.2B		X		X	X		X	X	X	X	X	X	X			X
DRD 370.3A		X		X	X		X	X	X	X	X	X	X			X
DRD 370.3B		X		X	X		X	X	X	X	X	X	X			X
DRD 390.2				X	X	X		X	X			X	X			X
DRD 390.3				X	X	X			X	X		X	X			X
DRD 391				X	X	X		X	X	X						X

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
DRD 700				X				X	X							X
DRD 705				X		X		X	X	X						
DRD 784		X														
DRD Counseling	X	X	X	X	X	X	X	X	X	X	X	X				
Transition to College Program	X	X	X		X											X

4.2b Narrative (Optional)

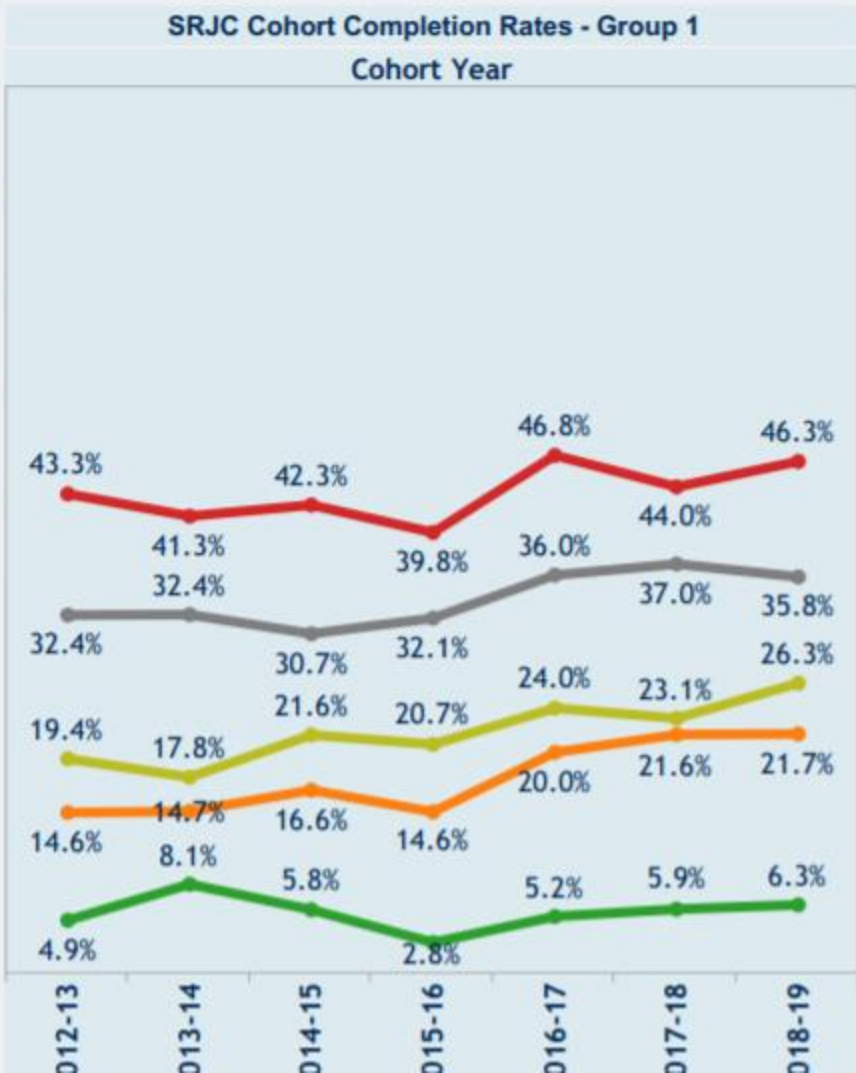
5.0 Performance Measures

Analysis of the data below confirm that students with disabilities continue to perform at similar rates by many success measures (persistence, degrees, certificates).

Cohort Completion Rates 2012/13 - 2018/19

Measur.. ■ Degrees ■ Certificates ■ Trans Prep ■ Completions ■ Transfers

- Gender All
- Ethnicity All
- Economic Dis All
- DSPS Yes
- Age Groups All
- Prepared All



6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	02	Improve access to and completion of academic education plans for student with disabilities	Provide timely access to counseling to address the impact disability has on learning, class load and choice when creating academic education plans	Continue in 17-18	Staff time
0001	ALL	01	02	Improve access for students (local and distance ed) to DRD services through enhanced online experience and interactive software	Complete enhancements of Student Access Software and DRD website	Continue 17-18	IT, 3rd party, staff time
0002	ALL	01	02	Provide supervised, quality services to students with disabilities	Relocate DRD Testing and Support Services Office to east side of campus.	Immediate	District approval, support & funding

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	02	Improve access to and completion of academic education plans for student with disabilities	Provide timely access to counseling to address the impact disability has on learning, class load and choice when creating academic education plans	Continue in 17-18	Staff time
0001	ALL	01	02	Improve access for students (local and distance ed) to DRD services through enhanced online experience and interactive software	Complete enhancements of Student Access Software and DRD website	Continue 17-18	IT, 3rd party, staff time
0002	ALL	01	02	Provide supervised, quality services to students with disabilities	Relocate DRD Testing and Support Services Office to east side of campus.	Immediate	District approval, support & funding