

Santa Rosa Junior College

Program Resource Planning Process

WorkAbility and Assistive Technology 2015

1.1a Mission

Workability III

The Workability III (WAIII) program is a collaborative program with the California Department of Rehabilitation, which provides employment preparation and job placement services to students with disabilities leading to gainful employment.

Assistive Technology Center

The mission of the Assistive Technology Center is to promote students independent access of assistive technology to support their educational goals.

1.1b Mission Alignment

The Workability III and Assistive Technology programs support the Districts Mission by:

- Providing direct student services in job readiness skills, career counseling, specialized vocational assessment, and instruction in technology to enhance students foundational skills and prepare them for both academic and career success
- Offering a comprehensive range of specialized services that support the success and enrich the lives of individuals with disabilities
- Developing relationships with local businesses to place qualified students in competitive employment, to enrich the economic vitality and social equity of Sonoma county
- Providing ongoing professional development opportunities for staff, to increase their expertise and knowledge in the field of technology, accessibility, and employment opportunities for individuals with disabilities
- Supporting classified staff, management, and adjunct faculty members of both programs in their active participation on district wide committees, community advisory boards, and national organizations to engage in thoughtful involvement both locally and globally

1.1c Description

Workability III

Workability III is a cooperative program with the California Department of Rehabilitation and Santa Rosa Junior College District. The Workability III program offers specialized individual occupational support, vocational assessments, individualized career counseling, assistive technology assessment and training, job development and placement services, and employee retention services to students with disabilities.

Assistive Technology

The Assistive Technology Center provides students with 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

1.1d Hours of Office Operation and Service by Location

The Workability III and Assistive Technology Center are located in Pioneer Hall on the Santa Rosa Campus.

Hours of Operation:

Day	Open	Close
Monday	8:00am	4:00pm
Tuesday	8:00am	4:00pm
Wednesday	8:00am	4:00pm
Thursday	8:00am	4:00pm
Friday	8:00am	12:00pm

Both programs are fully staffed Monday – Friday 8:00am-5:00pm

The Assistive Technology Center is located in Jacobs Hall on the Petaluma Campus.

The center is staffed by one full time Assistive Technology Specialist - Friday from 8:00am - 5:00pm.

The center provides services to students Monday - Thursday from 8:00am - 5:00pm, and Fridays from 8:00am - 12:00pm.

1.2 Program/Unit Context and Environmental Scan

The Workability III program is currently entering the 2nd year of a 3 year grant cycle, which runs from 2013-2016. The program continues to grow, and currently serves over 100 students annually. The Workability III program services are highly valued by the students whom utilize them. Students most heavily utilize employment preparation services, to enhance their job skills for competitive employment. In order to continue grant funding, the Workability III

program is required to successfully place at least 20 students in competitive employment this fiscal year.

Due to the economic crisis, it has been more challenging than ever, to successfully place individuals with disabilities in competitive employment. As the Sonoma County economy rebounds, an increase in career opportunities in the fields of technology, construction, and travel, will require more students with disabilities to seek job development services to obtain competitive employment. In addition the program is required to increase the number of successful job placements each year. Currently the WA job developer is fully funded as a .50 classified position, but it is anticipated that the program will require an additional part time supportive employment position, to adequately provide comprehensive job readiness, employment prep, and retention services to the 150 Workability III participants.

More than half of the Workability III participants are non-traditional students. Outside obligations make it difficult for these students to access pertinent employment services during traditional 8:00-5:00pm office hours. Additional staff is required to extend business hours, to better accommodate the student population.

The reduction of academic tutoring for the District, has resulted in the increase of students requesting Workability III specialized services. With only 2 learning facilitators on staff, this has resulted in an increased demand of individual occupational tutoring services, which the program cannot maintain, past the current 2016 grant cycle. Currently both learning facilitators are of retirement age, and future implications indicate replacing the current full time classified positions with STNC's or student workers to provide specialized occupational tutoring services.

Assistive Technology

An increase in online course offerings and Faculty utilizing technology in the classroom, has resulted in more reports of inaccessible material by students with disabilities. Currently the Assistive Technology Center staff spends more time consulting with faculty on district accessibility concerns, which results in a lack of adequate daily coverage in the Assistive Technology Center computer lab. Future trends in the use of technology in education, suggest that staff will continue to be impacted by increasing reports of inaccessible academic material and district access.

Students are accessing assistive technology programs on tablets and mobile devices. There has been an increase in student requests for assistance on accessing and troubleshooting mobile apps. Future trends suggest that accessing information on mobile devices will increase, and the current Assistive Technology Center does not have access to instructional equipment to support student needs.

2.1a Budget Needs

The Workability III and Assistive Technology programs are specialized programs, representing only a small percentage of student support costs. These programs only serve students who are currently DSP&S'd and expenditures in both programs are dependent on the annual categorical funding for DSP&S. The Workability III Program was able to successful provide employment

preparation and vocational development services to students through grant funds. The Assistive Technology sought to minimize costs by converting all staff to a shared printer system and repurposing older technology equipment.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	01	01	\$500.00	Cost for purchasing and maintaining assistive technology hardware for student learning

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Alternate Media Specialist	40.00	11.00	Produces the adaptation of instructional and student service materials into electronic, Braille, and audio formats accessible for students with disabilities. Maintains currency of new access technology guidelines and laws relating to individuals with disabilities, alternate media, distance education and electronic information.
Assistive Technology Specialist	40.00	12.00	Oversees the installation of hardware, software, and other equipment needed by students with disabilities for access. Oversees the installation, configuration and maintenance of approved access technology equipment and software throughout the District. Maintains the instructional lab stations in the Assistive Technology Center computer lab on the Santa Rosa Campus.
Assistive Technology Specialist	40.00	12.00	Oversees the installation of hardware, software, and other equipment needed by students with disabilities for access. Oversees the installation, configuration and maintenance of approved access technology equipment and software throughout the District. Maintains the instructional lab stations in the Assistive Technology Center computer lab on the Petaluma Campus.
Learning Facilitator	34.00	9.00	Tutors Workability III students in specific subject areas and provides individualized study strategies
Learning Facilitator	30.00	9.00	Tutors Workability III students in specific subject areas and provides individualized study strategies
Job Developer - College to Career/Workability III	20.00	12.00	Provides employment training and job placement services for Workability III participants
Disability Intake Facilitator: C2C/WAIII/ATC	24.00	12.00	Facilitates the eligibility intake process for students participating in the workability III program. Coordinates the scheduling of Workability III student services and events. Facilitates the eligibility intake process for students utilizing the Assistive Technology Center on the Santa Rosa campus. Coordinates the scheduling of students appointments, open lab hours, and academic support services.
Learning Facilitator	40.00	11.00	Trains students in the use of Assistive Technology software. Assist students in setting up ergonomic workstations

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Coordinator, Workability III/Assistive Technology	40.00	12.00	Responsible for the individual supervision and administration of all aspects of the District-wide Workability III program and Assistive Technology Centers; including program development and monitoring, outreach and recruitment efforts, leadership and promotion of the programs, and selection and supervision of classified staff and student employees.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	40.00	9.00	Inputs instructional material information into databases, processes alternate media requests, distributes completed alternate media files to students via email.

2.2d Adequacy and Effectiveness of Staffing

Increase one Workability III Job Developer

The Workability III program strives to increase the employment rates of students with disabilities. This effort has been limited due to staffing issues. The current Job Developer position has been increased from 10 months to 12 months, to fully support student's transition to competitive employment.

Add one Workability III Tutor

One Short Term Non Continuing Learning Facilitator is needed to provide additional individual occupational services to the increasing number of WA consumers.

Replacement of one Assistive Technology Specialist

The current Assistive Technology Specialist at the Santa Rosa campus will retire July 2014. A replacement is critically needed to oversee all instructional stations in the Assistive Technology Center in Pioneer Hall and the 60+ access stations throughout the District.

If not successful with the recruitment of one full time Assistive Technology Specialist, the department will explore other recruitments. This includes the Coordinator, Lab Computer position. The Asssitive Technology Speciliast duties can be adequately filled by this position, as well as enhance the departments current knowledge of accessbile technology throughout the District. With the Districts anticipated increase in technology needs in the classroom, and an increase in students with disabilities accessing mobile technology, the Department has identified a need for a staff member with more technology knowledge and experience.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	02	Assistive Technology Specialist	Assistive Technology Specialist	Classified
0002	Santa Rosa	01	02	Assistive Technology Specialist	Coordinator, Computer Labs	Classified
0002	Santa Rosa	01	02	WA III Tutor	WAIII Job Developer - grant funded	Classified

2.3a Current Contract Faculty Positions

Position	Description
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2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

Faculty Only

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

Full Time Faculty Only

2.3e Faculty Staffing Requests

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

Rationale for Instructional Equipment

Assistive Technology

Three of the Assistive Technology Center Instructional laptops are currently out of warranty, and cannot be upgraded to run current versions of Assistive Technology software. They were purchased on PO#881027, Received June 4th, 2007, and the warranties ended June 4th, 2012. The laptops run Windows XP and the current Assistive Technology software programs require Windows 7. These laptops are used by Assistive Technology Center Staff to provide instruction to students throughout the District. In addition the department supplies 5 laptops to the District libraries for use by students with disabilities. Those laptops are also out of warrants and in accessible. Surplusing the three out of warranty computers, and replacing them with the purchase of seven mobile laptop is critical to staff providing instruction to students with disabilities.

Students are utilizing mobile devices and apps to access their instructional materials and complete their educational assignments. The Assistive technology Center currently has 0 tablets available for instructional use with students. The purchase of 6 tablets is needed to provide instruction

and training to students with disabilities. This will increase students access to their instructional materials as well as increase the Districts knowledge of accessible applications and mobile technologies.

Assistive Technology software is needed to maintain district accessibility for students with disabilities. The renewal of software for Read and Write Gold, JAWS, Dragon Naturally Speak, MAGiC screen magnifier, is required for students to access course materials and assignments while utilizing district computers, both in and out of the classroom. In addition specialized Braille software is required to produce instructional Music course materials for blind students.

Workability III

The Workability III program has 2 desktop computers currently utilized by students, which are out of warranty. 2 new desktop computers are critically needed to provide students with instruction in occupational tutoring, job development, and career counseling. These computer desktops will be purchased with grant funds at no cost to the district.

Rationale for Non-Instructional Equipment

Assistive Technology

The Alternate Media Braille Machine is no longer operational. A replacement machine is required in order to produce Braille in a timely, cost effective manner. Providing alternate media is a mandated service by the California Education Code Section 67302. Federal and State law require community colleges to operate all programs and activities in a manner which is accessible to students with disabilities. This includes making course content and instructional materials accessible. Producing instructional materials in Braille is essential for blind students to access their course materials. The Dolphin Easy Converter software is essential in converting non-accessible instructional material into accessible material for students with print and visual disabilities.

A High Speed Scanner used to convert physical print textbooks, to electronic accessible text, is required to produce alternative media for students with disabilities. The current High Speed Scanner is out of warranty, and the maintenance is no longer supported by the company. A replacement High Speed Scanner is required to effectively produce electronic instructional material, which can be accessible by students with print disabilities.

Currently the Assistive Technology Center houses two Portable Video Magnification Systems for students to use District wide. With an increase in low vision students, we have identified a need to purchase an additional portable video magnifier for student access in their instructional classes. In addition three handheld video magnifiers are needed to provide low vision students with access to essential student services through out the District. Students will be able to utilize these devices at the Admission & Records office, Student Health Services, and in the Library.

Three portable Braille displays are required for blind students reading braille materials, to complete their exams in the testing centers on both eth Petaluma and Santa Rosa campuses. Currently the department does not have any portable braille displays for students, and relies on the use of scribes to provide testing accomdations. Two braille displays willll allow students to individually complete their exams, and indepently access their educational materials.

Student with Disabilities utilize the Assisive Technology Center to print final copies of assignments created with Assisive Technology software. In addition faculty and staff utilize the printer to produce assignments and training materials for students in the lab. The lab currently has one printer which is utilized by over 200 students each term. The current printer is out of warranty, and not able to produce quality print materials. A newer printer is needed on the Santa Rosa campus to provide students with access to printing hard copies of final course assignments.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	01	01	Read and Write Gold license renewal	1	\$1,356.00	\$1,356.00	Kimberly Gross	District Labs	Kimberly Gross
0001	ALL	01	01	JAWS Screen Reader License renewal	1	\$1,700.00	\$1,700.00	Kimberly Gross	District Labs	Kimberly Gross
0001	ALL	01	01	Dragon Natural Speak 10Pack	1	\$1,000.00	\$1,000.00	Kimberly Gross	District Labs	Kimberly Gross
0001	ALL	01	01	MAGiC screen magnifier Software (10 pack)	1	\$2,300.00	\$2,300.00	Kimberly Gross	District Labs	Kimberly Gross
0001	ALL	02	01	Scientific Notebook	3	\$300.00	\$900.00	Kimberly Gross	District Labs	Kimberly Gross
0001	ALL	01	01	Math Talk - Access Software	3	\$400.00	\$1,200.00	Kimberly Gross	District Labs	Kimberly Gross
0002	ALL	02	01	Laptop	7	\$800.00	\$5,600.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0002	ALL	02	01	Mobile Tablets	6	\$800.00	\$4,800.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0003	Santa Rosa	01	01	Music Braille Translation Software	1	\$1,700.00	\$1,700.00	Kimberly Gross	Pioneer Hall 389	Kimberly Gross
0004	Santa Rosa	01	01	Desktop Computers	2	\$1,200.00	\$2,400.00	Kimberly Gross	Pioneer Hall 389	Kimberly Gross

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	01	01	Braille Machine	1	\$10,000.00	\$10,000.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0001	Santa Rosa	01	01	Pro Ink Attachment for Braille Machine	1	\$3,995.00	\$3,995.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0002	Santa Rosa	01	01	High Speed Scanner	1	\$10,000.00	\$10,000.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0002	Santa Rosa	01	01	Portable Braille Display	3	\$2,795.00	\$8,385.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0003	Santa Rosa	01	01	DRD Software - Dolphin Easy Converter	1	\$300.00	\$300.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0004	ALL	01	01	Portable CCTV	1	\$3,000.00	\$3,000.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross

0005	ALL	01	01	Ruby Handheld Video Magnifier	2	\$900.00	\$1,800.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross
0006	Santa Rosa	01	02	Computer Lab Printer	1	\$500.00	\$500.00	Kimberly Gross	Pioneer Hall 380	Kimberly Gross

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

The Workability III and Assistive Technology Center are now located in Pioneer Hall on the Santa Rosa campus. This location is ideal and easily accessible for individuals with disabilities.

The Assistive technology Center is located in Jacobs Hall on the Petaluma Campus. This location is also accessible for individuals with disabilities.

3.1 Develop Financial Resources

The Workability III program is a cooperative grant funded program with the California Department of Rehabilitation (DOR)

Name	Source	Lead	Target Pop	Amount	Match?	Renew?	Cycle?	Date Funded	Partners
Workability III	California Department of Rehabilitation (DOR)	Kimberly Gross	Students with Disabilities	\$584,718 (service)	\$331,329 (Match)	Yes	3 Yrs	2013-2016	DOR

3.2 Serve our Diverse Communities

The Workability III and Assistive Technology Center are both part of the Disability Resources Department. All staff members have demonstrated experience working with individuals with disabilities, and specialize in providing direct supportive services for at risk student populations.

The programs employ the following ‘Best practices’ to attract a diverse pool of applicants including:

- posting jobs announcements on listserves that target minority populations
- Networking with collaborative services to get referrals of individuals who have experience working with individuals with disabilities
- Including Bi-Lingual (Spanish) as a preferred skilled on job applications

The Workability III and Assistive Technology staff are encouraged to participate in professional development activities that support cultural competence and responsiveness.

3.3 Cultivate a Healthy Organization

3.3 Professional Development

Workability III

Management and Staff in the program are required to attend trainings and workshops sponsored by the collaborative services (Department of Rehabilitation). The grant includes funding for staff to attend conferences and trainings to support their professional development, such as the annual CAPED conference.

Assistive Technology

Management and classified staff in the program participate in Professional Development Activities every semester. Information gained from workshops and trainings are utilized to implement new instructional practices in the field of Assistive Technology. In addition at each staff meeting, one staff member shares a new innovation they learned in the field of Assistive Technology.

3.4 Safety and Emergency Preparedness

Building	BSC/ASC Area	Name	Department	Responsible Area	Management Support
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Pioneer Hall	Pioneer Hall	Charles Crocker	Bookstore	Pioneer Hall	Anthony Martinez
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Currently one Classified Staff member serves as the designated BSC/ASC for Pioneer Hall, during the hours of 8:00 - 6:00pm. All services and offices are closed in Pioneer Hall after 6:00pm. There is no designated night BSC/ASC.

3.5 Establish a Culture of Sustainability

The Workability and Assistive Technology Center programs strive to support SRJC's goal to establish a culture of sustainability by actively engaging in the following sustainable initiatives:

- Recycling office goods/paper, and re using scratch paper
- Limiting printing to final copies of assignments and documents only
- Purchasing recycled office supplies (ie paper goods)
- All Assistive Technology Center staff utilize one building faxier/copier/scanner
- Purchasing a PUR water filter and encouraging staff to use reusable water bottles to limit plastic consumption
- Workability III program is a community partnership grant funded program; supporting the economic sustainability of the district

4.1a Course Student Learning Outcomes Assessment

The Disability Resources Department participates in a regular cycle of assessment of its course offerings. All courses in the Disability Resources Department have student learning outcomes listed on the Course Outline of Record.

All DRD course assessment results, including methods, analysis and changes have been posted on Sharepoint. Additionally, DRD faculty have shared their reflections on their student learning assessments at department meetings.

DRD 784 Assistive Technology Training Center Lab was Assessed in the Spring 2013 semester for the Assistive Technology Center.

Below is the complete Assessment and Evaluation inputted in Sharepoint:

SLO 1: Set up or direct the set up of assistive technology for independent computer access as demonstrated by the student's ability to independently use Read and Write Gold to playback electronic text [e-text].

ASSESSMENT METHOD AND CRITERIA FOR SUCCESS

Students enrolled in DRD 784 will be emailed a brief survey to assess their ability to independently access assistive technology. The survey will include three questions:

- a. Have you attempted to use Read and Write Gold to playback alternate media/e-text files this semester? – Yes/No
- b. Were you successful in using Read and Write Gold to playback your alternate media/e-text files? – Yes/No
- c. If No, why were you not successful in using Read and Write Gold to playback your alternative media/e-text materials (please choose one):
 - i. I do not have any alternate media/e-text files
 - ii. I do not know how to use Read and Write Gold to play back my alternate media/e-text files
 - iii. I do not need to use Read and Write Gold this semester
 - iv. Other: (please state)

Threshold: 100% of students who have attempted to use Read and Write Gold will be able to successfully playback their alternate media/e-text files

RESULTS AND CONCLUSIONS

The survey link was sent out to 25 students enrolled in DRD 784 by the first census date (2/4/13). 20 students responded to the survey. Of the 20 students:

14 (70%) students attempted to use Read and Write Gold this semester

6 (30%) students did not attempt to use Read and Write Gold this semester

Of the 14 who attempted to use Read and Write Gold 9 (64%) were successful in using Read and Write Gold to playback their text files. Of the 14 who attempted the use Read and Write Gold 5 (36%) were unsuccessful.

Of the 5 who attempted to use Read and Write Gold and were unsuccessful 3 (60%) cited technical support issues. 2 (40%) cited that they do not know how to use read and write gold.

Of the 6 students who did not attempt to access Read and Write Gold this semester, 2 (33%) cited no need, 2 (33%) cited no alternate media files, 1 (17%) cited they did not know how to use Read and Write Gold, and 1 (17%) stated 'Other' they were not offered the program. **Based on the survey results 9 out of 14 (64%) students who attempted to use Read and Write Gold were successful in playing back their text files.** This does not account for the 3 students who cited technical issues as a barrier to access.

CHANGES/IMPROVEMENTS BASED ON RESULTS

Changes are needed to re evaluate the threshold for success. Due to the unexpected amount of technical assistance/support needed for students' personal computer systems, increased encouragement for students to use campus computers to access the Read and Write Gold program is needed. A small handout will be created and distributed to students which will include instructions on how to access the PDF aloud feature of Read and Write Gold, as well as locations of computer labs on campus where Read and Write Gold is available. Encouraging students to schedule several appointments after the students' initial intake, as well as reminder phone calls will be implemented to increase training for students' use of assistive technology software.

FOLLOW UP

A follow up assessment will be conducted to determine if students increase their usage of on campus computer labs to independently access Read and Write Gold to playback textbooks, after the implementation of the new handout materials.

DRD 761 Job Search Strategies is currently being assessed in the Spring 2014 academic term for the Workability III program.

4.1b Program Student Learning Outcomes Assessment

PROGRAM STUDENT LEARNING OUTCOMES:

As a result of participating in the Workability III program students will:

- 1) Actively participate in employment preparation and job development activities to support their individual plan for employment
- 2) Identify occupational learning strategies, unique to their disability, and apply those skills directly to their career objective
- 3) Maintain employment for at least 90 days after initial job placement

As a result of utilizing the Assistive Technology Center, students will:

- 1) Utilize assistive technology to complete academic assignments
- 2) Identify appropriate assistive technology hardware and software necessary to accommodate their functional limitations
- 3) Independently access course materials through the use of Assistive Technology

The Assistive Technology and Workability III program Student Learning Outcomes were created this academic year. Both programs will begin a regular cycle of assessing Student Learning Outcomes beginning in the 14-15 Academic Year.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	DRD 784	Spring 2013	Spring 2013	Fall 2013
Course	DRD 761	Spring 2014	Summer 2014	Fall 2014
Service/Program	Workability III: Program SLO 1	Fall 2014	N/A	N/A
Service/Program	ATC: SLO 1	Spring 2014	N/A	N/A

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
Assistive Technology Center		X		X			X	X								X
Workability III	X	X	X	X	X			X	X	X	X		X			X

4.2b Narrative (Optional)

5.0 Performance Measures

The Workability III program served 126 students in the 12-13 fiscal year. The program supported the placement of 20 students in competitive employment, resulting in successful case closures with the California Department of Rehabilitation.

The Assistive Technology Center served 202 students in the 12-13 academic year. Students utilized the center to receive individual instruction in assistive technology, utilize technology to access their alternative media, participate in workshops and individually access specialized software.

The Workability III and Assistive Technology Center programs have begun tracking student visits using SARS Trak since July 1, 2013.

For the Summer 2013 and Fall 2013 terms, both programs had 939 student visits (duplicated count) for services. 166 students were served for drop in services, including Alternate Media Requests, Computer Lab Access, and Vocational Services. 564 Alternate Media requests were processed during the Summer 2013 and Fall 2013 Academic semesters.

The current Workability III grant cycle began July 1, 2013. As of April 1, 2014, The Workability III program received 61 new referrals for services this fiscal year. 84 consumers were served employment prep; assessment, and career services. 17 consumers have been successfully placed in competitive employment through Quarter 3 of this fiscal year. Our goal is to place 20 consumers in competitive employment by the end of the fiscal year (June 30th, 2014).

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	01	01	Create a Job Club for Workability III consumers	Revise DRD 761 curriculum	14-15	Current grant funds Classroom space to facilitate job club Staff time

0002	Santa Rosa	02	01	Create pilot program to incorporate assistive technology in the coursework, to increase the academic success of students	Integrate Assistive Technology into General Education Curriculum Partner with faculty in ESL, CSKLS, and ENG to develop curriculum utilizing Read and Write Gold Program	14-15	Faculty and Staff time Cohort of Students
0003	ALL	01	02	Promote the Workability III and Assistive Technology Services	Increase outreach activities to industries in Sonoma County in an effort to increase employment opportunities for students Increase social media presence by updating and maintaining program websites	14-15	Staff time
0004	Santa Rosa	05	03	Review Coordinator Job Description	Reclassify current coordinator position to more accurately reflect current job duties, pay range, and management responsibilities	14-15	Staff time

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	Further data is needed to adequately assess the performance of each program. Based on the limited data available, future trends suggest that the Assistive Technology Center will need to diversify and integrate into General Education courses for students to successfully utilize the software. With the purchase of network licenses, access to assistive technology will be available to all students whom utilize district computer labs.
ALL	Further data is needed to adequately assess the performance of the Workability III program. Based on current Quarterly reports, the program is successful at placing students in competitive employment in the community. A student satisfaction survey will be created to assess which services students most heavily benefit from, identify any services that are under utilized, and identify any student needs that are not currently being addressed.

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	Santa Rosa	01	01	Create a Job Club for Workability III consumers	Revise DRD 761 curriculum	14-15	Current grant funds Classroom space to facilitate job club Staff time
0002	Santa Rosa	02	01	Create pilot program to incorporate assistive technology in the coursework, to increase the academic success of students	Integrate Assistive Technology into General Education Curriculum Partner with faculty in ESL, CSKLS, and ENG to develop curriculum utilizing Read and Write Gold Program	14-15	Faculty and Staff time Cohort of Students
0003	ALL	01	02	Promote the Workability III and Assistive Technology Services	Increase outreach activities to industries in Sonoma County in an effort to increase employment opportunities for students Increase social media presence by updating and maintaining program websites	14-15	Staff time
0004	Santa Rosa	05	03	Review Coordinator Job Description	Reclassify current coordinator position to more accurately reflect current job duties, pay range, and management responsibilities	14-15	Staff time