Vince Lewis, Part-time Counselor/ LD Specialist
Silvina Zepeda, DSPS Specialist

Positions	2011-12	2012-13	2013-2014
Management, Supervisors	1 full-time	1 full-time	1 full-time
Classified Staff	1 full-time 1 full-time	1 full-time 1 full-time	1 full-time 1 full-time
Classified Staff- Part-time			
Faculty Staff	1 full-time	1 full-time	1 full-time
Faculty – Part-time	1 part-time	2 part-time	2 part-time
Student Workers			2
Professional Experts	1	1	1
Total Full Time equivalent Staff	4	5	5

This section must be completed for ALL services/offices/non-instructional programs, including those scheduled for a comprehensive review in spring 2015

	Specialist/Counselor, (2)PT Counselors (1) Professional Expert-Lead Interpreter		Specialist/Counselor, (2) PT Counselors (1) Professional Expert-Lead Interpreter		(1)Professional Expert-Lead Interpreter

Students Demographics Ethnicity and Gender	1 _____ 4 _____ 7 _____ 2 _____ 5 _____ **M:** 199 3 _____ 6 _____ **F:** _256		1 _____ 4 _____ 7_____ 2 _____ 5 _____ **M:** 221_ 3 _____ 6 _____ **F:**215_		1 _____ 4_____ 7_____ 2 _____ 5_____ **M: _263** 3 _____ 6_____ **F:_263**

2011-12 2012-13 2013-14

Additional new positions:

DSPS Coordinator: Full-time DSP&S Bilingual Counselor/Coordinator full time 60% counselor 40% coordinator

Administrative Support Staff: Full-time
Instructional Aid: Part-time
Interpreter Coordinator: Part-time

Currently the Director serves a critical task as the program coordinator along with other major responsibility of managing other Categorical Programs, such as EOPS/CARE/CalWORKs and DSPS. The coordination of DSPS performs the day-to-day operations to assure services to students, counseling, responding to faculty needs and concerns, proctor exams (occasionally) front desk intake functions and development of LSK course offerings. The DSPS program is in need for a position to manage the over-all day –to-day operation of the program. It is required by Title V regulations, the DSPS program to have a position that coordinates and is responsible for the day-to-day operation as a manager who must fulfill the duties outlined in Title 5, Section 56048 of DSPS program and who reports to Categorical Program Director.

Another relevant qualitative factor is the lack of counseling services on our Alisal and King City sites. In order for our students to obtain academic and disability counseling students have to travel significant distances that they may not have the resources or time to do. To alleviate the situation, SKYPE camera are needed and being installed to serve students at offsite locations.

Full-time counseling and staff delivery takes place M-F from 8-5 at the Main Campus. These services include educational counseling, LD testing, exam proctoring, recommending accommodations, assistive technology, computers, requests for alt media, requests for note taking, picking up notes, and other assistance.

DSPS program makes every effort to be responsive to meet the needs of students with disabilities. As laws change and teaching modality change we attempt to communicate to faculty, campus staff and Administrators on the legal responsibilities to provide reasonable accommodations. DSPS staff has participated in Flex Day- training of faculty and new hire of full-

Main Campus

Main campus could benefit by undergoing hardscape modifications, which would allow greater access by those with mobility impairments. DSPS Faculty and staff provided a complete documentation of an assessment for mobility accessibility by walk throughout the main campus to identifying areas of limited access for persons with mobility impairment.

Some areas were identified such as:

- Walkways (ruts, too narrow and)
- Restrooms use and access
- Elevator door close too fast
- Building D & E access door too heavy
- Parking structure not accessible/automatic door needed for wheelchairs students

Alisal Campus/ King City Center

DSPS Faculty and staff provided a complete documentation of an assessment for mobility accessibility by walk throughout the Alisal Campus and King City Center, identifying areas with limited access for persons with mobility impairment.

Some areas were identified such as:

- Front entrance door to be automatic
- Quiet study room too small for wheelchair access
- Alisal Campus- Construction and Diesel/Automotive Lab appears to lack inaccessible
- Some classrooms lack accommodation for disable person to use chairs, non -adjustable tables

Improve Service

Faculty and Staff met with Director of Operations, Maintenance, to address the accessibility issues across main campus and at Alisal Campus and King City Center. The Director of Maintenance presented these concerns to the Facilities Committee and they voted to review and take positive steps toward a cost effective solution.

Providing SKYPE Cameras service to assist student who are not able to drive the long distant for direct DSPS counseling services

Each service unit/office/non-instructional program develops its own Service Area Outcomes (SAOs). The outcomes should be directly related to the work of the service unit/office/non-
Instructional program, challenging but attainable, and measurable. SAOs should articulate what specifically is to be achieved; their measurement should assess how well the service unit/office/non-instructional program is performing.

List Service Area Outcome(s) scheduled for assessment as previously specified	What changes have occurred in the service/office/ program as a result of dialogue?	Was a Service Area Outcome Assessment Summary completed (if expected)?
DSPS students will report that they are satisfied or very satisfied with the educational accommodations/services they receive and that they are reasonable and appropriate to support the achievement of their goals	DSPS staff refined the assessment tool (student satisfaction survey) to make it more accessible and user friendly for students	Yes
Students will report that they agree or strongly agree that DSPS faculty and staff provides courteous and effective DSPS Services.	DSPS staff refined the assessment tool (student satisfaction survey) to make it more accessible and user friendly for students	Yes

		Universities count on transfer students to already know how to use Kurzweil. It has also become a useful tool that our students have come to rely on.	students are using this and if so, are they just using the text-to-Speech feature.

This section must be completed for ALL services/offices/non-instructional programs, whether scheduled for annual or comprehensive review in spring 2014.

into62.16

This subsection addresses new activities for, and continuing new activities into, . An activity can address many different aspects of your service/office/program, and ultimately is undertaken to improve, enhance, and or keep your service/office/program current. A new activity may or may not require additional resources.

courses that are out of compliance							

More interface and coordination with other

counselor for completion and signature on SEC for State Audit.

PSLO #2: Students will develop and complete a student educational plan (SEC) (PSLO #1/ISLO 1,2,4) Each student using DSP&S must sign SEC form. DSP&S counselor and DSP&S staff reviewed each folder to assure SEC completed appropriately. Each semester review of SEC to assess the student's progress with SEC.

PSLO #3: Students will utilize appropriate accommodations to complete their educational goals. (PSLO 1,2; ISLO 1,2,4,5) During the counseling session, individualized accommodations are presented, discussed and confirmed in a written Student Services Agreement. These accommodations are reviewed each semester as new student service agreements are prepared.

During the 2015-16 academic year, the primary goal is to secure a FT tenure track DSP&S Bilingual Counselor and a FT 1.0 (or PT .50) DSP&S Coordinator to be in complians ne9Tm0 Tm[ia)4(n)p9BT/F3 -3(o)6(trETBT/F1s5ulETmEMC T te)3(n)4((gu)8s4(cu)7(r) EMC717(r48s4(uDEMC717(r4C1p

verifying outside documentation.

Funding source – DSP&S-100%

FT , 1.0-DSP&S, Program Specialist, 12 months,

40 hrs/week. Funding source –DSP/S. Responsible for the front operations of the office

Including receptionist duties, scheduling appointments, arranging and proctoring exams, input of MIS data, payroll input

FT 1.0-DSP&S, Adaptive Media Technology Specialist,12 months, 40 hours/week.

Funding source –DSP/S Provides technical support. Responsible for training students and staff with

alternate media software and equipment and providing alternate media to students such as books on

tape, E-Text, or material scanned for WYNN and Jaws, Braille, and closed-captioning.

5-DSP&S, benefited, Instructional Assistant, PT 20 hours /wk, 10 months.

Funding sources –DSP&S; Responsible for assisting instructors in the classroom and High Tech

Center, tutors students tIS2Funding Fu04 Tf1 0 0 1 452.35 273.65 Tm0 g5(/P ≮MCID)7(ID 8y /wk,)3(o)-(is)-2(sCCID (gin)13(g a)4(n)40)5(h)-2

**** Please complete this page for each new activity. ****

Consider:

- Faculty
- Other staffing
- Facilities
- Equipment (non-expendable, greater than $5,000), supplies (expendable, valued at less than $5,000),
- Software
- Hardware
- Outside services
- Training
- Travel
- Library materials
- Science laboratory materials

-
    - Faculty and other staffing: Survey was developed in collaboration with all DSPS staff and counseling faculty
    - Other staffing: DSPS support staff will distribute survey to all DSPS students through Survey Monk

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RESOURCE REQUESTS

If new/additional resources are needed for your service/office/program, it is important that you identify them and project their cost, and that these resources and costs be considered through the College's integrated planning (budget development, funding decision making, and resource allocation) processes. A resource is likely to be something needed to support an activity that you have identified in IIIA. above, in which case you must link the resource with a specific activity number (first column below). A resource could also be something necessary for your service/program to function properly to improve student learning, such as updated equipment in a room/facility; in such case be sure to note that the resource is NOT tied to a specific activity.

Activity No.	Personnel Classified Staff/ Faculty (C/F)*	Supplies/ Equipment (S/E)**	Technology Hardware / Software (H/S)***	Contract Services	Training	Travel

* Personnel: Include a _ or _ after the amount to indicate Classified Staff or Faculty.

** _ for Supplies, _ for Equipment.

*** __ for Hardware, _ for Software.