

Disability Services

Student Affairs

Administrative Unit Assessment

FY 18 (July 2017-July 2018)

Department and Assessment Report Information

Prepared on:7/19/2018 2:52:44 PM	By:allen.chastain@mga.edu
For which department or area are you reporting?	Disability Services
What is the name and MGA email address of the person responsible for this report?	Allen Chastain allen.chastain@mga.edu

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	Unit Mission: The Office of Disability Services is to give academic and non-academic support to the students by addressing limitations due to learning, physical, chronic health, and/or psychological issues.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	<ol style="list-style-type: none">1. To engage the student in a process of self-assessment in regards to their disability and their educational degree paths.2. To provide the student with resources on and off campus to assist in providing for their education.3. To streamline the process for receiving institutional accommodations of learning disabilities in order to maximize the student's effectiveness in an academic setting.
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Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY 18. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY19.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Disability Services staff will revise intake process and intake session, and provide student with clearer guidelines to assist in the appropriate documentation needed for academic accommodations.
Objective 1: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Student numbers and Intake Sessions.
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	80% of students requesting accommodations would meet intake requirements.
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	95% of students met objectives.
Objective 1: Did your department meet this objective?	The department exceeded this objective.
Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	The process needs to include a checklist and sign-off sheets to be put in student's file. Deadlines must be included on requests for additional documentation. This will be incorporated in standards and practice.

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Students utilizing Disability Services will be identify at least one to three pros and cons associated with taking online classes, based on their individual needs and experience.
Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Student survey and case notes.
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	80% of students utilizing disability services taking on-line classes were able to identify pros and cons.
Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100% of students surveyed.
Objective 2: Did your department meet this objective?	The department exceeded this objective.
Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	On-line communications between student and faculty is difficult when student falls behind in class. On-line students and faculty will receive a "helpful hints" attachment outlining possible situations and how to remedy the problems.

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	Students utilizing Disability Services will identify 3 on and off-campus resources that could provide additional support and assistance.
Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Intake session, surveys, case notes.
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	80% of students surveyed were able to identify additional resources.
Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	95% of students surveyed were able to identify resources.
Objective 3: Did your department meet this objective?	The department exceeded this objective.
Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	While students are aware of the resources, they are not utilizing those resources.

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	N/A
Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	N/A
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	N/A
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	N/A
Objective 4: Did your department meet this objective?	The department met this objective.
Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	N/A

Future Plans

<p>Please identify at least four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department to X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<ol style="list-style-type: none">1. Disability Services will conduct four technology-based educational training sessions for students in the program.2. Disability Services will sponsor two multiple-campus events during disability awareness month.3. Disability Services will co-sponsor an event in November to promote awareness of services.
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>The Office of Disability Services is going to be more visible on campus. There will be an increase in the number of activities taking place on the various campuses.</p>

Form run:

Tuesday, February 12, 2019

