

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Unit Plan

Active Cycle (academic year): **2016 - 2017**

Area (Department/Program): **Office for Students with Disabilities**

Person Responsible: **Deborah Larew**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	To insure compliance with legal standards and best practices related to students with disabilities through the Office for Students with Disabilities and across the campus environments, leading to increased student access and success.
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Conduct an OSD self-study based on the evaluation tool from the Council for the Advancement of Standards in Higher Education (CAS). (Parts 1-5: Mission, (1) Program, (2) Organization and Leadership, (3) Human Resources, (4) Ethics, (5) Law, Policy, and Governance. 2. Develop a best practices document to be submitted to Security to include in the Emergency Evacuation planning and training.
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<ol style="list-style-type: none"> 1. The internal evaluation, Parts 1-5, will be completed by May 2017. A plan will be developed to strengthen any areas of perceived weakness according to the evaluation tool. That plan will be implemented during the summer 2017 term and going forward into the next year if necessary. (Parts 6-12 will be evaluated in next year’s plan.) 2. The best practices document will be submitted to Security for their review no later than October 1, 2017. This will be added to the plan developing through the AAG subcommittee on Emergency Evacuation for students with disabilities. This plan will be used in connection to the College’s General Emergency plan. This will be included in the AAG Emergency Evacuation plan being developed to address emergency needs for students with disabilities. In addition, OSD will contribute to the training of the Security staff regarding working with students with special needs.
4. Action Plan – what is the implementation plan?	<ol style="list-style-type: none"> 1. The CAS self-study tool has been purchased and we will begin to assign evaluation pieces to the coordinators, assistant director, and the director. We will develop a timeline for completing the individual parts. Once the self-study is complete, findings as well as the improvement plan will be distributed throughout the department and to the AVP of Student Affairs. 2. The AAG subcommittee in collaboration with Security and Organizational Development will develop a plan to coincide with the general Security Plan. This will specifically address the needs of people with disabilities in an emergency situation. OSD has already been invited to and has committed to participating in the ongoing training for the Security team.
5. Achievement Summary/Analysis -What was learned from the assessment results? What changes will you	

make in your initiative for the year to come?	
6. General Education Learning Outcome	ETHICAL RESPONSIBILITY: Demonstrate awareness of personal responsibility in one's civic, social, and academic life.
7. Strategic Plan Outcome	Building Pathways, Transition and Persistence