

PALOMAR COLLEGE INSTITUTIONAL REVIEW

-2005 NON-INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM-
PLEASE READ "2005 NON-INSTRUCTIONAL PROGRAMS GUIDELINES FORM" BEFORE PROCEEDING.

Non-Instructional Program Reviewed in this Document: _____
Disability Resource Center

1. Progress Report. Review previous year's institutional review. Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

- Developed some initial web-based forms.
- Continued to maintain positive working relationships with feeder K-12 programs.
- DRC-SLO Work Group formed to incorporate SLOs into department and instructional activities.

2. Provide effective data sources to evaluate this department. Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

Served a smaller number of students overall (1251) yet were able to claim for funding a small (less than one percent) increase in the number of students we could claim for funding (771) thus increasing our efficiency. There were no significant (>5%) changes in served numbers in individual disability categories, so outreach appears to be equitable.

3. Program assessment. Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs .

- Staffing: need an additional full-time learning disability assessment faculty to better manage our wait-time for assessment and serve needs of this population. Need to re-establish Alternate Media Technician as a full-time position to meet consistency standards and demand. Demand for interpreters continues to increase.
- Equipment/software/technology: adequate as long as we continue to receive Tomlinson Foundation funds.
- Facilities: adequate for the time being.
- Training: mandated expenses and salaries exhaust budget, thus leaving no funding for conferences and outside training.

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4. List accomplishments department has made in the last year.

- 1. Received permission from HR to work short-term/temporary interpreters-for-the-deaf up to 170 days per year, due to scarcity, demand and legal requirements to provide services.
- 2. Received approval to increase hourly wages for interpreters to enable us to compete in the marketplace.
- 3. Improved quality and timelines of alternate media materials.
- 4. Hired part-time bilingual counselor to meet the needs of Spanish speaking population.
- 5. Increased the number of captioned audio-visual materials and web content.

5. List the department's current goals and objectives. (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

- 1. Re-establish permanent full-time position of Alternate Media Technician to assure that increased demands for these services are met with consistent quality.
- 2. Establish a web-based professional development activity for faculty (Accommodating Students with Disabilities in the Classroom) adapted from a program developed by Santa Monica City College.
- 3. Develop strategies to increase fiscal efficiency of the program (be able to claim more students for funding).

6. Learning outcome goal and objective. Identify one learning outcome that has been incorporated into the non-instructional program and identify a measure for determining whether the learning outcome has been achieved.

After a student is assessed for learning disabilities, they meet with a counselor to determine functional impacts of those learning disabilities in the learning environment. With the counselor's assistance, the student begins the process of *goal setting* and the development of *self-advocacy* skills. At future meetings with the counselor, progress in these two areas is discussed and plans for modifications are implemented.

This Report Prepared By: Ron Haines 11/04/05
 Name (print and initial) Date

This Report Submitted To: _____
 Name (print and initial) Date

FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW:

*Note: Your Non-Instructional Program institutional review submission will be posted on IRC password-protected sharepoint site. 5/23/2006