**Administrative Unit**

**Assessment Plan**

**The University of New Mexico**

A. **Unit and Date:**

1. Unit (if relevant): *UNM Los Alamos Accessibility Resources*
2. Department/Division: Student Services
3. Submission Date11/18/2016

B. **Contact Person(s) for the Assessment Plan**

|  |  |  |
| --- | --- | --- |
| First and Last Name | Title | UNM Email Address |
| Elizabeth A. Rademacher | Academic Student Success Manager | eradema@unm.edu |

C**. Mission Statement**:

The mission of Accessibility Resources at UNM- Los Alamos is to provide assistance and support to students with verified disabilities in order to provide equal access to educational programs and opportunities, as well as campus life at UNM Los Alamos, including instructional programs, student services and extracurricular activities. Accessibility Resources is also committed to providing information and support to faculty and staff about best practices in supporting students with disabilities and helping maintain compliance with ADA Law.

**D. Unit Goal (s), Outcomes & Assessment Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Broad Goals** | **Student Learning and/or Administrative Unit Outcomes**  **(SLOs & AUOs)** | **Univ.**  **Goals/**  **UNM**  **Strategic**  **Plan/Los Alamos Strategic Plan** | **When**  **Assessed** | **Assessment Method (s)/**  **Activity, unit, etc. if**  **relevant** | **Direct/**  **Indirect** | **\*Criteria to determine success** |
| **Goal 1:** To ensure all students with disabilities an equal opportunity for successful participation and achievement while attending UNM Los Alamos | *AUO1.1: Work with schools to provide and information to prospective students and dual credit students, about the accessibility process (i.e., appropriate IEP/verification paperwork, etc.) and resources offered at UNM Los Alamos* | *UNM Goals 2 &3* | *Spring*  *Annually* | *Create and distribute a brochure of services and steps to obtaining services*  *Help with College Day visits and special student groups on campus and provide information about Accessibility services at UNM-LA* | *Direct*  *Direct* | *Create and/or update the brochure annually, as needed*  *Participate events as scheduled.* |
| *AUO1.2: Provide ongoing communication to new and returning students, staff and faculty regarding the accessibility process and services* | *UNM Goals 2 &3* | *Fall & Spring*  *Fall & Spring* | *Present a session at the Faculty Orientation (i.e., PPT, outline appropriate referral process to AR, and understanding how we provide accommodations, etc.)*  *Present a session at the New Student Orientation (i.e., PPT, disseminate the AR brochure,, etc.)* | *Direct*  *Direct* | *Present at each faculty orientation each year*  *Present a session at each NSO per semester* |
| *AUO1.3: Prepare and/or review the classroom adjustment/accommodation forms for new and returning eligible students* | *UNM Goals 2 &3* | *Summer, Fall & Spring*  *Summer, Fall & Spring*  *Fall & Spring* | *Complete any applicable forms to include providing the required signatures (i.e., track documentation and progress for each student via an excel file)*  *Provide all new AR students with a copy of UNM Accessibility Policy (track via Excel spreadsheet file)*  *Provide faculty with accommodations letters in a timely manner.( track via excel spreadsheet)* | *Direct*  *Direct*  *Direct* | *100% of the eligible students will complete and sign the appropriate accommodation forms*  *100% of new AR students will receive a copy of*  *100 % of accommodations Letters will be sent to faculty (with copies to the students) within 10 business days of receiving all appropriate documentation from the student* |
| **Goal 2***:* To promote accessible facilities and technology on campus that create a better learning environment for all students | *AUO 2. 1: Collaborate with Facilities to ensure building access is appropriate and compliant.* | *UNM Goals 2 and 3* | *Annually* | *Regularly meet with facilities personnel to discuss any problems with building access and share survey results, etc.* | *Direct* | *Will meet with facilities at least 1 per year to review any changes, etc.* |
| *AUO 2.2: Establish a formalized process for obtaining feedback from students regarding accessibility of campus facilities and satisfaction with accommodations provided.* | *UNM Goals 2 and 3* | *Fall & Spring* | *Develop a Accessibility resources survey*  *Administer Survey at the end of Fall and Spring Semester.*  *Provide a link on the website for students to notify facilities of complaints with building accessibility.* | *Direct*  *Indirect*  *Direct* | *Develop survey by the end of Spring Semester 2017*  *Begin administering survey by the end of fall 2017.*  *Implement by the end of Summer 2017.* |
|  | *AUO 2.3: Research and identify new technology for the classroom to improve access* | *UNM Goals 2 and 3* | *Annually*  *Fall & Spring*  *Fall & Spring* | *Meet regularly with IT to determine what assistive technologies need to be, added, and/or replaced across campus.(i.e., email/ agenda/calendar)*  *Conduct regular inventory of assistive technologies for maintenance and/ or operational purposes*  *(i.e., Excel spreadsheet)*  *Provide faculty with information about available assistive technology on campus and IT contacts for training.(i.e., PowerPoint presentation, handouts, email, etc.)* | *Direct*  *Direct*  *Direct* | *Meet at least once a year regarding assistive technologies.*  *Conduct an inventory each semester.*  *Provide faculty with specific information regarding assistive technologies per semester during New and returning Faculty Orientation .* |

**1. Who:** We will target all students who disclose eligibility for accommodations and request services each semester by submitting their schedule.

**2. When will the outcomes be assessed? When and in what forum will the results of the assessment be discussed?**

UNM-LA Accessibility Resources will use a one-year cycle of assessment. The data and evidence that will be collected is highlighted in the table below.

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| --- | --- | --- | --- | --- | --- | --- |
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3. **What is the unit’s process to analyze/interpret assessment data and use results to improve and/or maximize performance on the outcomes?**

*Briefly describe:*

*1. T*he Academic Student Success Manager, will gather information, analyze and make recommendations.

*2. The process for considering the implications of assessment/data for change:*

*a. to assessment mechanisms themselves.* Each year we will review our data and determine if we need to make any changes to what types of information we need to demonstrate effectiveness.

*b. in the interest of improving services, resources, unit, etc.* The process of collecting data on the varied programs accessibility resources provides will allow us to discern where we effective and what changes we need to implement.

*3. How, when, and to whom will recommendations be communicated?* Results of the data will be reviewed by the UNM-LA Institutional Effectiveness Committee. The committee will then formulate recommendations and assist the unit in prioritizing areas that need improvement. In subsequent year, efforts will be focused on areas the committee recommended on improving.

All data and recommendations will be saved in the S: drive.