Program Overview - Program Mission

Describe the purpose of the program:

Disabled Student Programs and Services (DSP&S) supports the participation of students with disabilities in educational activities consistent with the mission of the California Community Colleges, federal and state laws, and LACCD policies. DSP&S instruction, services, and accommodations function to provide students with disabilities equal opportunities for successful completion of their educational goals. DSP&S promotes the maximum independence and integration of students with disabilities.

Respondent: Adrienne Foster, Ph.D., Director, DSP&S

Validation Review

Data Evaluation: Accepted
Comments:
Needs objectives for validation

OBJECTIVES:

No Objectives Submitted.

Program Overview - Overview

Response to Demand

Location, days/hours:

Heldman Learning Resources Center
HLRC-119
Monday-Thursday, 9:00 a.m. to 6:00 p.m.
Friday, 9:00 a.m. - 1:00 p.m

Respondent: Adrienne Foster, Ph.D., Director

Services offered during last cycle:

<table>
<thead>
<tr>
<th>Service Offered</th>
<th>On-Going</th>
<th>Date Added</th>
<th>Date Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>test proctoring</td>
<td>☑️ On-going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reasonable accommodations</td>
<td>☑️ On-going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LD assessment</td>
<td>☑️ On-going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>alternate media</td>
<td>☑️ On-going</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remove
Emerging population of students are in the psychological, developmentally delayed learner including autism spectrum disorders, Asperger's syndrome categories. More students who have second language issues may be referred. Students from high school special resource programs who have not passed the CANSEE will be coming to community colleges. More students out of high school are expected to come to community colleges since this is the more likely entrance to postsecondary education for students with disabilities. The number of students with disabilities who might possibly be referred from the high schools in need of further tutoring for completion of the CAHSEE will be significant. Additionally, the country is expecting the "wounded warriors" from the Iraq and Afghanistan wars to return to colleges with more students qualifying for our services due to disabilities sustained from the combat.

The Office for Students with Disabilities will have to concentrate on staffing needs in order to address the pending influx of students with disabilities from all sources. With the new facilities in the completed student services building, services will greatly be enhanced. More resources will need to be allocated for personnel, equipment and materials to be able to sustain the increased demand on services.
### External Validation - Advisory Board

**Advisory Board**

<table>
<thead>
<tr>
<th>Advisory Board Member Name</th>
<th>Company/Affiliation</th>
<th>Title</th>
<th>Meet Once Every</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>Affiliation</td>
<td>Title</td>
<td>Meeting Frequency</td>
</tr>
<tr>
<td>Fran Israel</td>
<td>WLAC</td>
<td>LD Specialist</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Robert Henrichs</td>
<td>WLAC</td>
<td>DSP&amp;S Counselor</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Dr. Mary Jane McMasters</td>
<td>WLAC</td>
<td>Chair, Math</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Russel Monroe</td>
<td>WLAC</td>
<td>Plant Facilities Manager</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Deputy Darren Inana</td>
<td>WLAC</td>
<td>LA County Sheriff</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Robert Sprague</td>
<td>WLAC</td>
<td>Vice President</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Betsy Regalado</td>
<td>WLAC</td>
<td>Vice President</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Glenn Schenk</td>
<td>WLAC</td>
<td>Financial Aid Manager</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Alma Narez-Acousta</td>
<td>WLAC</td>
<td>Counselor</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Eric Ichon</td>
<td>WLAC</td>
<td>Distance Learning Director</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Kathy Walton</td>
<td>WLAC</td>
<td>TRIO Director</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Sherron Rouzan</td>
<td>WLAC</td>
<td>Chair, Counseling</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Betty Jacobs</td>
<td>WLAC</td>
<td>Chair, Language Arts</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Judithann Friedman</td>
<td>WLAC</td>
<td>Dean</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Lawrence Woods</td>
<td>WLAC</td>
<td>Compliance Officer</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Mirian Eden</td>
<td>LAUSD</td>
<td>CATS Director</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Susan Tandberg</td>
<td>LAUSD</td>
<td>Director, Special Education</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Ralph Walker</td>
<td>Kayne/ERAS Center</td>
<td>Director</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Mike Denneker</td>
<td>Westside Regional Center</td>
<td>Director</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Pam Magee</td>
<td>Culver City High School</td>
<td>Counselor</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Santos Garcia</td>
<td>Department of Rehabilitation</td>
<td>Counselor</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Kathy Molini</td>
<td>UCLA, DSS Office</td>
<td>Director</td>
<td>Year Remove</td>
</tr>
<tr>
<td>Althea Alcorn-Jackson</td>
<td>WLAC</td>
<td>Student</td>
<td>Year Remove</td>
</tr>
</tbody>
</table>
OBJECTIVES:
External Validation - Program Accreditation

Respondent: Adrienne Foster, Ph.D., Director, DSP&S

Meetings

List the Date and Membership of your Advisory Board:

<table>
<thead>
<tr>
<th>Dates (mm/dd/yyyy)</th>
<th># Members</th>
<th>Members Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Meetings Added</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reminder: Keep copies of your Minutes for audit purposes.

Recommendations

What have been the major recommendations resulting from your advisory board meetings? Of those recommendations, which have been acted upon, and what is your plan of action with regard to other recommendations discussed?

The Advisory Board recommendations:
* full time counselor for DSP&S
* test proctoring center
* high tech center
* seek outside funds and grants

Based upon the DSP&S Advisory Board, the need for a full time counselor is the number one priority for this department. Since this recommendation has been included in all past program reviews but there has not been enough funding from the state allocation, there are hopes that the College recognize this unmet need for students with disabilities.

Validation Review

Data Evaluation: Accepted

Comments:
What are your recommendations for obtaining a full-time counselor for DSPS and what time lines are you suggesting? Also, is this your number 1 priority?

OBJECTIVES:

No Objectives Submitted.

External Validation - Program Accreditation
Response to Demand (Operational Program Review)

Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies? **No**

What is the program's accreditation status?

Respondent: **Adrienne Foster, Ph.D., Director, DSP&S**

Recommendations

Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review.

Validation Review

Data Evaluation: **Accepted**

Comments:

OBJECTIVES:

No Objectives Submitted.

SLOs - Program SLOs

Resources

- Curriculum Committee webpage with Institutional and Program SLOs listed
- 42 single course assessments by West faculty
- SLO Tutorial on Janet Fulks' Bakersfield CC website

Student Learning & Service Outcomes

<table>
<thead>
<tr>
<th>Core Competency</th>
<th>Program Objective</th>
<th>Outcome (student will know and be able to do)</th>
<th>Opportunity (conditions under which student will demonstrate competency)</th>
<th>Assessment Tool</th>
<th>Recommendation (for improvement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Competency</td>
<td>Program Objective</td>
<td>Outcome</td>
<td>Opportunity</td>
<td>Assessment Tool</td>
<td>Recommendation</td>
</tr>
</tbody>
</table>

Core Competencies Alignment

How do the department’s course and program SLOs address West’s Core Competencies?

Respondent:

Assessment

Describe what has been done in developing and conducting assessment of student learning outcomes. Describe any changes implemented as a result of your findings from the assessment of student learning outcomes.

Students have been asked to complete the point of service surveys developed by the student services department. Additionally, in the learning skills classes offered by this department, students complete an exit instrument which addresses the SLOs.

Validation Review

Data Evaluation: Accepted
Comments: Responses are needed for the above areas: Core Competencies Alignment and Assessment, respectively.

OBJECTIVES:

No Objectives Submitted.

Program Effectiveness - Surveys
OBJECTIVES:

Program Outreach

What standing committees does your program maintain? What are their charges and membership?

Student Satisfaction Survey

<table>
<thead>
<tr>
<th>Survey Name</th>
<th>Data Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Survey(s) Added.</td>
<td></td>
</tr>
</tbody>
</table>

Discuss and analyze Student Satisfaction Survey results and what program changes will be implemented in response to the survey data.

The primary recommendation from students was to have a fulltime DSP&S counselor for students with disabilities.

Respondent: Adrienne Foster, Ph.D., Director

Faculty/Staff Program Assessment Survey

<table>
<thead>
<tr>
<th>Survey Name</th>
<th>Data Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Survey(s) Added.</td>
<td></td>
</tr>
</tbody>
</table>

Discuss and analyze Faculty/Staff Program Assessment Survey results and what program changes will be implemented in response to the survey data.

Validation Review

Data Evaluation: Accepted
Comments:

OBJECTIVES:

No Objectives Submitted.

Program Outreach
What intra-college collaboration has your program been involved in during the past six years?

**Attendance at counseling division meetings, College Council, and Academic Senate.**

What has your program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

**Established a relationship with LAUSD District Office for Special Education to collaborate on transition classes for special resource students;**
**Established a relationship with UCLA CA Consortium for Postsecondary Options for People with Developmental Disabilities;**
**Close working relationship with Department of Rehabilitation, Westside Regional Center, LAUSD CATS, Culver City Special Resource instructors, and other LAUSD high schools.**

Respondent: Adrienne Foster, Ph.D., Director, DSP&S

---

**Validation Review**

Data Evaluation: Accepted

Comments:

**What standing committees does your program maintain? What are their charges and memberships, please respond?**

Additional information needed, the questions are not answered.

---

**OBJECTIVES:**

No Objectives Submitted.

---

**Professional Development**

<table>
<thead>
<tr>
<th>Name/Status</th>
<th>Activities (mark all that apply)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Foster</td>
<td>Conferences, Off-Campus Presentations, On-Campus Presentations, Professional Organization (Specify), Campus-Wide Committees (Specify)</td>
<td>Remove</td>
</tr>
<tr>
<td>Fran Israel</td>
<td>Conferences, Professional Organization (Specify), Campus-Wide Committees (Specify)</td>
<td>Remove</td>
</tr>
<tr>
<td>Robert Henrichs</td>
<td>Conferences, Professional Organization (Specify), Other (Specify)</td>
<td>Remove</td>
</tr>
<tr>
<td>Adrienne Foster, Dir</td>
<td>Conferences, Off-Campus Presentations, On-Campus Presentations, Professional Organizations: CAPEd, LDA, CEC</td>
<td>Remove</td>
</tr>
</tbody>
</table>
### Professional Development Needs

Are there areas of unmet professional development needs among faculty in this program? Please explain a proposed plan of action for addressing this need and any resources needed to achieve this development.

**Continued development is needed with assistive technology for students with disabilities.**

Respondent: Adrienne Foster, Ph.D., Director, DSP&S

---

### Validation Review

**Data Evaluation:**

Accepted

**Comments:**

*Please submit objectives. Did you mean to submit objectives.*

---

### Resources - Personnel

#### Certificated Administrator, Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Foster</td>
<td>Director, DSP&amp;S</td>
<td>1.0</td>
</tr>
<tr>
<td>Frances Israel</td>
<td>Learning Disability Specialist</td>
<td>1.0 (reduced workld)</td>
</tr>
<tr>
<td>Robert Henrichs</td>
<td>DSP&amp;S Counselor</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

#### Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Silverman</td>
<td>Special Services Assistant</td>
<td>1.0</td>
</tr>
</tbody>
</table>

#### Student Workers

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Britney Jenkins</td>
<td>Student Worker</td>
<td>25 hours/week</td>
</tr>
</tbody>
</table>

---

### Projections

---

OBJECTIVES:

Projected Retirements:

Frances Israel in 2010.

Are available faculty and classified staff adequate to support the program?

No. There is a need for a fulltime counselor as well as an Instructional Assistant to assist with assistive technology mandates from the CCCCO which are currently not met. Additional hours are needed for a LD Specialist so that we can meet the need of students seeking eligibility for services for students with learning disabilities.

Respondent: Adrienne Foster, Ph.D., Director, DSP&S

Validation Review

Data Evaluation: 

Comments: Please add an objective in this area, as it related to your resource request. Please submit objectives. Please submit your objectives which are needed by you.

OBJECTIVES:

No Objectives Submitted.

Resources - Facilities

Facilities

Is space currently assigned to program adequate to support the needs of the service area? Please explain?

No. DSP&S does not have appropriate facilities to provide the test proctoring accommodations for students with disabilities. Additionally, there is not an appropriate facility for providing assistive technology for students who need to dictate their work into computers which requires voice training on the computers.

Does the program regularly utilize general campus facilities? Are they available and adequate?

We use whatever offices, classroom and space on the first floor of the HLRC to provide test proctoring services for students with disabilities in need of distraction-free, secure testing areas.

Respondent: Adrienne Foster, Ph.D., Director, DSP&S

Validation Review

Data Evaluation: 

Comments: Need objectives. Please review

OBJECTIVES:

No Objectives Submitted.

Resources - Planning
Past Unit Plan Objectives

What is the status of the objectives in the 2007 unit plan. Areas will evaluate the objectives included in the unit plan for 2007 in a grid with following measures: completed, in progress, deleted. Please explain outcome.

Based on your evaluation, what objectives or initiatives would you develop to improve this measure?

No Objectives Submitted.

Service Area Planning Assumptions

In the space below, please list the planning assumptions that will guide your program during the next 6 year period. Include assumptions for at least the following areas:

- Expected demand
- Anticipated funding trends
- Anticipated pedagogical trends
- Anticipated technological trends
- Anticipated trends in student needs and/or demographics
- Relevant Advisory Group recommendations

Need to hire an alternate media specialist as mandated by the CCC and funded through the DSP&S budget.
Need to have additional funds available for real time captioning and interpreters for hard of hearing/deaf students
Need to have additional support for counseling services for DSP&S students.
Additional hours for the LD Specialist after the Spring term ends so that the students can be served to the end of finals.

Respondent:

Self-Assessment of Challenges Facing Program

Please present the program's analysis of the challenges it will face over the next 6 years in light of the measures of program effectiveness, progress toward past goals, and new planning assumptions.

Adequate staffing and resources to support the growth within DSP&S. Facilities in the new student services building are more adequate, but unless the college begins to support DSP&S, services for students with disabilities will be limited. The College must recognize the need to know the provision of providing reasonable accommodations mandated by state and federal laws are the College's responsibility, too.

Validation Review

Data Evaluation: Accepted

Comments:
A response is required for this total area of Past Unit Plan Objectives. You must supply the objectives and responses for your past and present unit plan.

Resources - Resource Request

<table>
<thead>
<tr>
<th>Resource</th>
<th>Quantity</th>
<th>Description</th>
<th>Status</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>2 Units</td>
<td>Provision of federal and state mandated services and programs for students with disabilities.</td>
<td>In-Progress</td>
<td>2007</td>
</tr>
</tbody>
</table>

Supplemental Material

Supplemental Materials:

Final Summary

Summary

Based on your program review, summarize

Program Strengths - What is your program doing well?
Providing services for students with disabilities especially in the area of learning skills classes, LD eligibility determination, test proctoring, and computer lab.

Program Weaknesses - What areas can your program improve?
Need to look at personnel needs in order to better meet the needs of the students with disabilities. Until the new building is completed, there is not adequate space or staff for provision of services to our students.

Discuss anything else you would like to share about your program that has not been addressed.

Respondent: Adrienne Foster, Ph.D., Director

Validation Review

Data Evaluation: Accepted

Dean's Review and Recommendations: Please address the areas listed here: Program Mission, Program Accreditation, Surveys, Outreach, Professional Development, Resources, Facilities, Planning, Resource Request, and Supplementary Materials. Please submit as early as possible. More detail is needed in these areas. Thanks you.

Submit Program Review

Program Review has been completed for this Unit.