Unit Planning for Instruction, Student Services & CEWD
Division: Disability Services

INITIATIVE NARRATIVE
FOR 2007-08 Implementation (pending funding approval)

Each initiative should be linked to the needs identified through Section III or from the 2005-2006 unit plans. Note that each division will submit only the top initiatives, comparable to the funding you've received in past years, and divisions are empowered to use their division-approved processes for selecting top priorities. When proposing an initiative(s), use the following structure for each initiative proposed:

Division Priority: ___1____
Please adhere to Approved List of Divisions for prioritization.

Initiative Title: Non-Computer-Related Accommodations

Definition: An initiative is a set of planned actions to produce a desired outcome. Each planned action may be a line item.

1. **How is the initiative linked to your 2005-2006 unit plans or Plans for Budget Development? What program level outcomes do you expect to achieve?**
   This funding will allow us to purchase new equipment, repair old equipment, replace materials and hire service providers to implement accommodations. These ongoing and additional needs were discussed in last year's Unit Plan. We expect to achieve the program outcome of serving students with disabilities efficiently and effectively with legal accommodations in order to assist them in their success at Lane and to help maintain legal compliance for the college.

2. **Describe the initiative**
   - *How does this initiative align with the college priorities?*
     This initiative particularly aligns with:
     - Enrollment Management: Recruitment and Retention
     - Mandates: (Legal Accommodations)
     - Efficiencies
     - Responding to UP/Council Plans: Innovation and Enhancing Classrooms
     - Instructional Redesign: Leveraging Technology

   - *What will the product, innovation, or change of this initiative be? Please be as specific as possible.*
     Non-Computer-Related Accommodations (materials, services, equipment and equipment repair) for students with disabilities

   - *Given college resources, is it feasible?* YES *Is it an efficient use of college resources?* YES

- *What would be the campus location of this request/project?*
  Any of Lane's locations, depending on student need.

- *How many students (per year) will benefit? How will students benefit?*
  Lane serves anywhere from 538 to 720 students in a given year, all of whom could benefit from this support by receiving legal accommodations that are intended to provide students with disabilities equal access to the learning environment. 30% of these students were PT majors in 05-06.

3. **Describe the resources needed**
   *Provide a brief description and $$ total here, in addition to including the Initiative Spreadsheet with this chapter. Please be specific about the actual equipment/resource that you need. Resources should be listed as line items and should be **prioritized by division**. The **line items** may be pulled out of separate initiatives and put in priority order.*

   Equipment/Materials for Alternate Format (AF)
   $ 2190 for various general AF expenses (book slicing, rebinding, printing)
   $ 1067 for Audio/Electronic Format supplies
   $ 1011 for Brailling supplies
   $ 1275 for Enlarged Format supplies
   Total: $5543

   Equipment/Materials for Deaf Services
   $ 633 for an infrared assistive listening device
   Total: $633

   Equipment/Materials for Vision Services
   $ 4695 for My Reader- an updated CCTV that will replace our outdated equipment in the Library
   Total: $4695

   TOTAL FOR EQUIPMENT AND MATERIALS: $10,871

   Services for Students with Disabilities
   $ 25,000 for Hourly Service Providers who scan, edit, enlarge print, Braille, or serve as interpreters, in-class or lab aides/scribes, test proctors/readers/scribes
   $ 7,775 OPE @ 31.1%
   Total: $32,775

   TOTAL FOR HOURLY SERVICE PROVIDERS: $ 32,775

   COMPLETE CARL PERKINS FUNDING REQUEST:

Equipment/Materials: **$ 10,871**
Hourly staff w/OPE: **$ 32,775**

GRAND TOTAL: **$43,646**

4. **List the possible funding sources**
    - *Can this project be partially funded?*
      CP funds are critical to the success of this initiative

    - *If so, what portion could be funded at what minimum cost?*

    If the funding source is Carl Perkins:
    - How does the request meet one or two of the Carl Perkins act goals?
      Student Skills Gain Goal: Ensuring that PT program students with disabilities have the support services needed to improve their chances of success in Lane's courses/programs.
      Special Populations Student Results Goal: Ensuring that students with disabilities are able to access and participate in PT program at the same rate and level as non-disabled students.

5. **Provide ORG & PROG codes**
    540310 and 150000

6. **Do you have an active advisory committee that meets 2-3 times per year?　What are your advisory committee plans for the coming year?**
    No

Division: Disability Services

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Division Priority: __2__
Please adhere to Approved List of Divisions for prioritization.

Initiative Title: Technology-Related Accommodations
Definition: An initiative is a set of planned actions to produce a desired outcome. Each planned action may be a line item.

1. **How is the initiative linked to your 2005-2006 unit plans or Plans for Budget Development? What program level outcomes do you expect to achieve?**
   This funding will allow us to serve students with disabilities who need to use technology-related accommodations in order to access the learning environment. We expect to achieve the program outcome of serving students with disabilities efficiently and effectively with legal accommodations in order to assist them in their success at Lane and to help maintain legal compliance for the college.

2. **Describe the initiative**
   - *How does this initiative align with the college priorities?*
   This initiative particularly aligns with:
     - Enrollment Management: Recruitment and Retention
     - Mandates: (Legal Accommodations)
     - Efficiencies
     - Responding to UP/Council Plans: Innovation and Enhancing Classrooms
     - Instructional Redesign: Leveraging Technology

   - *What will the product, innovation, or change of this initiative be? Please be as specific as possible.*
   Technology-Related Accommodations for students with disabilities

   - *Given college resources, is it feasible?* YES *Is it an efficient use of college resources?* YES

   - *What would be the campus location of this request/project?*
   Any of Lane's locations, depending on student need.

▪ *How many students (per year) will benefit? How will students benefit?*
Lane serves anywhere from 538 to 720 students in a given year, all of whom could benefit from this support by receiving legal accommodations that are intended to provide students with disabilities equal access to the learning environment.

3. **Describe the resources needed**
*Provide a brief description and $$ total here, in addition to including the Initiative Spreadsheet with this chapter. Please be specific about the actual equipment/resource that you need. Resources should be listed as line items and should be **prioritized by division**. The **line items** may be pulled out of separate initiatives and put in priority order.*
This Initiative includes:
$ 1,450 for a 10-seat upgrade lab license of Dragon Naturally Speaking
$ 251 for an upgraded monitor used for creating Alternate Format
$ 1,855 for a laptop to be used for specialized editing of Alternate Format
$12,018 for 6 laptops (3 pairs), with improved batteries, to be used for in-class Computer-Assisted Notetaking (CAN) as an accommodation for Deaf Students
$ 170 for USB backpack hard drive
$ 150 for OpenBook software upgrade
$ 749 for an HITHITCPX253 Projector 2000 Lumen XGA to be used to present critical information about DS to all students with disabilities as they are preparing to apply for services.

GRAND TOTAL: $16,643

COMPLETE TECH FUND REQUEST: $16,643

4. **List the possible funding sources**
   ▪ *Can this project be partially funded?*
   It is critical to the success of this initiative that Tech Fee Funds cover these costs
   ▪ *If so, what portion could be funded at what minimum cost?*

   If the funding source is Carl Perkins:
   • How does the request meet one or two of the Carl Perkins act goals?

5. **Provide ORG & PROG codes**
   540305 and 310000

6. **Do you have an active advisory committee that meets 2-3 times per year?   What are your advisory committee plans for the coming year?**
    No

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Division Priority: __3____
Please adhere to Approved List of Divisions for prioritization.

Initiative Title: Technology-Related Support for Accommodations
Definition: An initiative is a set of planned actions to produce a desired outcome. Each planned action may be a line item.

1. How is the initiative linked to your 2005-2006 unit plans or Plans for Budget Development? What program level outcomes do you expect to achieve?
This funding will allow us to serve students with disabilities who need to use technology-related accommodations in order to access the learning environment. We expect to achieve the program outcome of serving students with disabilities efficiently and effectively with legal accommodations in order to assist them in their success at Lane and to help maintain legal compliance for the college.

2. Describe the initiative
- *How does this initiative align with the college priorities?*
  This initiative particularly aligns with:
    - Enrollment Management: Recruitment and Retention
    - Mandates: (Legal Accommodations)
    - Efficiencies
    - Responding to UP/Council Plans: Innovation and Enhancing Classrooms
    - Instructional Redesign: Leveraging Technology

- *What will the product, innovation, or change of this initiative be? Please be as specific as possible.*
  Technology-Related Support for Accommodations for students with disabilities

- *Given college resources, is it feasible?* YES *Is it an efficient use of college resources?* YES

- *What would be the campus location of this request/project?*
  Any of Lane's locations, depending on student need.

- *How many students (per year) will benefit? How will students benefit?*
Lane serves anywhere from 538 to 720 students in a given year, all of whom could benefit from this support by receiving legal accommodations that are intended to provide students with disabilities equal access to the learning environment.

3. Describe the resources needed

*Provide a brief description and $$ total here, in addition to including the Initiative Spreadsheet with this chapter. Please be specific about the actual equipment/resource that you need. Resources should be listed as line items and should be **prioritized by division**. The **line items** may be pulled out of separate initiatives and put in priority order.*

$ 6,164.00 for a Network Server: HP ProLiant DL 385 G2 – Rack Server

4. List the possible funding sources

- *Can this project be partially funded?*
It is critical to the success of this initiative that Tech Fee Funds cover these costs
- *If so, what portion could be funded at what minimum cost?*

If the funding source is Carl Perkins:

- How does the request meet one or two of the Carl Perkins act goals?

5. Provide ORG & PROG codes
540305 and 310000

6. **Do you have an active advisory committee that meets 2-3 times per year? What are your advisory committee plans for the coming year?**

No

ADDITIONAL INFORMATION:

Transfer of materials has become increasingly complicated due to rapidly changing electronic technology. Therefore, we have been exploring other options with TSS to better facilitate our Alternate Format processes that require us to transfer materials. The most feasible option that has emerged is to devote a Network Server to Disability Services. Below is some information that may help the Tech Fee Committee in better understanding the needs, problems and issues that are driving this request.

We have utilized the following methods to make files available to students and have encountered numerous problems in our attempts, as follows:

Free E-mail services
Digital or data files consisting of MP3s, PDFs, Word, etc. for students with disabilities typically range in size from 48-500 MB per book. Students receiving multiple books from Disability Services often receive between .5 and 2 Gigabytes of material per term. Students are not able to receive large or zipped files when electronically transferred due to e-mail box size limitations. For example, Hotmail.com and Gmail.com limit single e-mail size to 10MB and the Inbox.com limit is 20MB. Since the typical file size DS needs to transfer ranges from 48-500MB all files are bounced back by e-mail services.
An additional problem frequently experienced is the crashing of GROUPWise when an AF text book is attached and sent electronically in house to LCC's Printing and Graphics Dept for production work.

Files on CD
The provision of materials burned to CD has proven to be costly and very labor intensive in the production processes. Students have experienced problems with CD readability and problems with their computer hardware and operating systems.

Flash drive
We have had limited success transferring files to flash drives due to their storage size limitations. Files have to be broken apart onto several flash drives, which is unnecessarily costly and time consuming.

FTP
"FTP Site hosting" is a subscription service that allows large files to be uploaded to an online file storage system and accessed and downloaded by an authorized user (student). It is time-consuming to set up and maintain individualized accounts, train the student to use the site and to download their materials. Additionally, these files are only held on the site typically for 7 days, which is not always a realistic timeline for students.

Free FTP sites
We have only been able to find one Free FTP site on the internet, and have used it with only moderate success. There is a high degree of instability and failure when uploading files to the site. Additionally, they have reduced their file storage size from 1 GB in Sept of 2006 to 100 MB in January of 2007. This requires extensive staff time to reconfigure the files in order to send numerous transfers for one textbook.

In conclusion, the most efficient and effective method of transfer that resolves the above concerns appears to be that DS have its own Network Server. However, if Stephen or someone in TSS has an alternate suggestion that can be implemented quickly, we are very open to consider all viable options. Our goal is to be able to provide appropriate legal accommodations in a timely way to students with disabilities.