12-Month Work Plan
Dr. Terri Goldstein
Disabled Students Programs & Services

Student Learning

*Culture*
- Support students in their classroom learning by providing accommodations such as testing, special seating, tape recording, books in alternative format and auditory information in visual formats (Realtime Captioning, Sign Language Interpreting)

*Planning*
- Teach students about accommodations and their individual disability-related needs
- Teach students how to interact with faculty in a positive way individually and in groups
- Teach students about health and wellness through adaptive activities
- Hire an Assistive Technology Specialist
- Teach students how to use assistive technology to support their school and work

*Values*
- Lifelong Learning
- Diversity

Student Progression and Completion

*Culture*
- Create a culture where degree completion is valued

*Planning*
- Complete abbreviated and comprehensive education plans with students
- Track student progress on their Student Educational Contracts
- Provide ongoing counseling contacts with students
- Initiate a chapter of the Delta Alpha Pi honor society of students with disabilities
- Serve on the Students of Concern Team

*Values*
- Lifelong Learning
- Integrity
- Community

Facilities

*Culture*
- Create a DSPS department identity

*Planning*
- Integrate DSPS personnel and components into one location
• Provide information to M&O about ADA violations/access issues on campus
• Participate on the facilities committee if allowed

Values
• Community
• Sustainability

Oversight and Accountability

Culture
• Create a culture of openness and transparency
• Coordinate bi-monthly staff meetings

Planning
• Develop and maintain student files and master spreadsheet
• Oversee MIS reporting to the district and State
• Alignment of the program review with the budget process
• Active monitoring and analysis of the budget
• Identify and purchase an electronic data management system

Values
• Community
• Sustainability
• integrity

Leadership and Engagement

Culture
• Support staff and attend the annual CAPED conference
• Encourage staff participation on external boards/committees

Planning
• Collaborate with the mayor’s HIRE committee events such as career fair and luncheon
• Participate on the EODAC committee
• Attend Counseling Department meetings
• Participate on the EOPS/CARE/CalWORKS advisory board
• Assess and orient high school students with disabilities
• Plan and implement Disability Awareness activities

Values
• Community
• Learning
• Wellness