

UNIVERSITY COUNSELING SERVICES STUDENT DISABILITY SERVICES

Mission

Student Disability Services offers academic support services to students with disabilities taking courses offered through the Stillwater campus and is committed to providing assistance to students that will facilitate their independence and academic progress. Additionally, Student Disability Services is a resource for faculty and staff members.

Vision

Student Disability Services will:

- Provide statewide leadership on issues of accessibility in postsecondary education;
- Maintain thorough local, state, and national resources and expertise on legal requirements and obligations of postsecondary education;
- Be a model of accessibility beyond the legal minimum requirements;
- Provide premier services;
- Foster student leaders and competent citizens;
- Communicate with faculty and staff regarding the importance of and means to accessibility; and
- Prepare students for a successful transition to postsecondary education through partnerships with secondary education and advocacy groups.

Core Values

Excellence – We seek excellence in all our endeavors and we are committed to continuous improvement.

Integrity – We are committed to the principles of truth and honesty and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Intellectual Freedom -- We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal 1. Academic Excellence: Provide the services and leadership to ensure accessibility for all students, faculty, and staff.

Critical Success Factors:

- No Americans With Disabilities Act Section 504 violations
- No Office of Civil Rights complaints
- No student complaints
- Proactive approach to issues
- Seamless access (i.e., universal design)

Objectives:

Objective 1.1: List contact information at information dissemination points (e.g., publications and Web sites).

Strategies:

- Maintain Web page.
- Annually review all institutional publications to include contact information.
- Provide links to Web page.
- Provide offices with materials for distribution and referral.

Objective 1.2: Provide and promote physical accessibility for all students, faculty, and staff.

Strategies:

- Meet with Architectural Services monthly to review new construction and renovation projects.
- Convene Campus Committee on Accessibility regularly to identify and address campus access needs and priorities.
- Administer annual budget allotted to Campus Committee on Accessibility.
- Monitor campus for physical accessibility.
- Establish campus access standards for use and implementation within Architectural Services and Physical Plant standards.
- Establish a process by which all projects are reviewed by Architectural Services and Americans with Disabilities Act Compliance.
- Participate in Facilities Planning and Space Utilization Committee.
- Proactively address 5 issues identified each year.

Objective 1.3: Provide and promote Electronic Technology and Information Technology access for all students, faculty, and staff.

Strategies:

- Establish an Assistive Technology Specialist position.
- Identify appropriate software, hardware, and evaluation tools.
- Meet monthly with Information Technology Division representatives and Assistive Technology Specialist to identify and address Electronic Technology and Information Technology needs and priorities.
- Incorporate Assistive Technology into Information Technology trainings and workshops.
- Establish on-line Assistive Technology training.
- Create a standard evaluation process for Web-based information.
- Create, procure, and retrofit videos (including video-streaming) with captioning.
- Establish a campus policy on Web accessibility.
- Establish a purchasing requirement of all Electronic Technology and Information Technology to include accessible features.

Objective 1.4: Provide services to ensure access to all university programs for all students, faculty, and staff.

Strategies:

- Maintain high standard of service delivery.
- Notify faculty, staff, and others of appropriate accommodations through accessibility letters, discussion, and/or collaboration.
- Coordinate with internal and external sources regarding university sponsored events.
- Procure and update equipment as needed.
- Increase use of technology per software tracking system.
- Maintain a full, trained, and competent staff.
- Annually review institutional policies and procedures.

Objective 1.5: Provide legal oversight for campus endeavors.

Strategies:

- Consult with Legal Counsel.
- Monitor changes and progress of legislation, legal cases, and Office of Civil Rights complaints through professional contacts, organizations, and publications.

Objective 1.6: Assume lead role in coordination of Stillwater campus and the OSU System.

Strategies:

- Coordinate consistent policy and procedure development.
- Maintain regular contact each semester to address common issues.
- Procure and promote use of and access to similar resources.

Goal 2. Student Development: Provide skills and opportunities for student growth and independence.

Critical Success Factors:

- Increase student contact
- Offer formal and informal trainings
- Greater student participation and use of resources on campus
- More complete preparation in first contact (i.e., documentation and self-awareness)
- Decrease need of requests for formal accommodations

Objectives:

Objective 2.1: Support student self-efficacy for all students.

Strategies:

- Increase 1-on-1 counseling by 5 students per semester.
- Increase individual or group meetings to address study skills and self-advocacy adjustment to disability by 1 per semester.
- Foster responsibility and accountability.
- Refer to appropriate campus resources.

Objective 2.2: Increase use of Assistive Technology based on user data.

Strategies:

- Establish an Assistive Technology template to use across campus.
- Procure Assistive Technology.
- Train average of 1 student per month on use of Assistive Technology through Information Technology workshops and individual trainings.

Objective 2.3: Engage students in evaluation process.

Strategies:

- Include students on Campus Committee on Accessibility.
- Offer open door and drop-in visitation.
- Encourage and employ student participation in projects.
- Recommend students for public profile pieces.

Objective 2.4: Provide outreach focusing on transition from high school to postsecondary institutions.

Strategies:

- Present at high schools (e.g., Teacher In-Service) 1 per semester.
- Present at professional conferences 2 per year (e.g., Learning Disability Association of Oklahoma).
- Meet with potential students and parents.
- Provide information to high school counselors, teachers, parents, and students.
- Establish Student Disability Services as a reference and resource.
- Participate in College Day and other similar activities 1 to 2 times per year.
- List critical skills, preparation, philosophy, and differences essential for successful transition on Web site and Orientation 101 site.

Objective 2.5: Ensure access to organizations and co-curricular events.

Strategies:

- Liaise with campus organizations and contracted entities to provide access.
- Provide flexibility in policies that have enrollment requirements for leadership roles or participation.

Goal 3. Economic Development: Statewide collaboration and cooperation on access to and delivery of services.

Critical Success Factors:

- Passage of legislation identifying “accessibility” standards and requirements
- Referrals to external agencies
- Use external resources

Objectives:

Objective 3.1: Provide input and feedback to maximize utilization of resources.

Strategies:

- Maintain awareness of state legislative efforts.
- Advocate responsibility for access on manufacturers (e.g., publishers and software developers).
- Create a network to share resources with postsecondary institutions.
- Identify existing resources available.

Objective 3.2: Identify collaborative opportunities.

Strategies:

- Working relationship with Vocational Rehabilitation Services.
- Utilize the Oklahoma Library for the Blind.
- Participate in campus and community shared goals.
- Engage in projects with external agencies and organizations (e.g., Total Rehabilitation and Assisting Brighter Living while Enabling Technology).

Goal 4. Diversity: Provide specialized support services that address the unique needs of the student population.

Critical Success Factors:

- Provide faculty department training each year
- Provide and ensure multiple access means to programs, goods, and services
- Participate in campus activities and events (e.g., ALPHA and Disability Awareness Week)

Objectives:

Objective 4.1: Provide accommodations specific to the unique functional impact of various disabilities.

Strategies:

- Consult with students regarding individual needs.
- Provide means of effective access to programs, goods, and services.
- Present 10-15 department in-service programs per year to educate faculty and staff on strategies that optimize access.

Objective 4.2: Increase awareness of services.

Strategies:

- Provide variety of means to access information.
- Participate in all Freshman Enrollment programs and orientation classes.
- Contact international and minority groups and offices to address cultural issues regarding self-identification and request for assistance.
- Recognize stigma as disincentive.

Goal 5. Human Resources: Foster an environment that encourages, develops, and practices collaboration, professionalism, and respect for others.

Critical Success Factors:

- Present at professional organization venues
- Minimize staff turnover
- Staff participation in campus-wide activities and committees
- Staff involvement in leadership roles of professional organizations
- Meet with and present to faculty, staff and student groups 10 to 15 times each year
- Internal and external staff training available to staff each year

Objectives:

Objective 5.1: Maintain staff necessary to meet demands of student and campus needs.

Strategies:

- Fill open positions.
- Annually review need for additional positions and funding.

Objective 5.2: Provide staff development opportunities and job enrichment.

Strategies:

- Send 100% of staff to 1 conference per year to keep current in skills and/or knowledge.
- Allow time for networking and research.
- Encourage membership in professional organizations.
- Provide support for maintenance of professional credentials.
- Provide setting conducive to commitment, productivity, and positive attitude.
- Encourage participation in professional organizations, especially leadership roles.

Objective 5.3: Provide training, resources, and education.

Strategies:

- Provide faculty training 10 to 15 times per year on classroom and course accommodations.
- Maintain local, state, and national resource directory.
- Increase consultation with faculty and staff by 1 per month.
- Offer 1 workshop per semester on Americans with Disabilities Act Section 504 through the Human Resources Department.

Objective 5.4: Network across professional organizations.

Strategies:

- Establish on-going relationship with internal and external entities.
- Present at professional conferences 1 per year.

Goal 6. Leverage Resources: Establish and promote protocol that maximizes efficiency and effectiveness of resources.

Critical Success Factors:

- Decrease reliance on Campus Committee on Accessibility funding for projects
- Increase cooperative funding sources for projects and purchases
- Consistency in policies, procedures, and resources
- Include accessibility in purchased and designed equipment, systems, and resources
- Research and identify grant opportunities

Objectives:

Objective 6.1: Promote and maintain an institutional responsibility approach to accessibility.

Strategies:

- Stress need for departments to incorporate accessibility into overall mission.
- Identify importance of accounting for accessibility within budget.
- Promote a decentralized funding paradigm that expects a shared responsibility.
- Help establish policies and procedures that address accessibility upfront.

Objective 6.2: Partner with other departments.

Strategies:

- Pool resources (i.e., knowledge, finances, and personnel) to address common goals.

Objective 6.3: Research and identify potential grants.

Strategies:

- Work with the Foundation.
- Work with Grants and Contracts.
- Search appropriate resources for grant proposals.

Goal 7. Image, Pride, and Recognition: Acknowledge and demonstrate the successes and standards established.

Critical Success Factors:

- Participation in events on and off campus
- Spend ½ day each week out on campus

Objectives:

Objective 7.1: Highlight accomplishments.

Strategies:

- Recognize efforts of others with praise and feedback.
- Record activities in various forums.
- Solicit stories on significant endeavors.

Objective 7.2: Increase visibility.

Strategies:

- Host Disability Awareness Days each semester.
- Co-sponsor events (e.g., diversity speaker and Student Government Association movie schedule).
- Collaborate with Career Services on Workforce Recruitment Program each spring.
- Coordinate Wheelchair Basketball Bash each spring.
- Participate on Stillwater Community Relations Committee.
- Participate in campus-wide committees.
- Be visible on campus.

Objective 7.3: Support and enhance welcome of new students.

Strategies:

- Participate in 3 to 4 ALPHA activities.
- Participate in all Freshman Enrollment browse sessions.
- Present topical information to parents during Freshman Enrollment and off-campus opportunities 2 to 3 per year.
- Participate in 1 College Day type activity per year.