

**2011-12**  
**SSPBT Annual Program Review Update**

**IIB. SERVICE DESIGNATION**

**This program recommends the following designations for each service offered in the program.**

Write the designation initial (**M G E CD R** or **D**) for each service offered in this program and write a very brief explanation.

<u>Designations</u> →	<b>M</b> aintain: Program should maintain the effectiveness and efficiency of this service.	<b>G</b> row: Program should effectively/efficiently serve more students with this service.	<b>E</b> nhance: Program should enhance the effectiveness/efficiency of this service.	<b>C</b> hange <b>D</b> irection: Program should change the direction /delivery of this service.	<b>R</b> educe: Program should reduce this service.	<b>D</b> iscontinue: Program should discontinue this service.
↓ All Services ↓						

	Designation Initial ↓ <b>M G E CD R</b> or <b>D</b>	
↓ Common Services:		
<b>Advising</b>	<b>E</b>	Explain: In order to assist students to be more proactive in monitoring their academic progress and in identifying and reaching their educational goals, advisors will help students to focus on learning and utilizing Degree Works.
<b>Orientation</b>	<b>M</b>	Explain: EDC's current orientation process has proven to be effective and efficient. No changes at this time are required.
<b>Outreach</b>	<b>G</b>	Explain: Outreach events and activities will be coordinated and scheduled to include all DSP&S departments, rather than each department scheduling separate activities, in order to target those events/activities that would reach more students and increase community awareness.
<b>Registration</b>	<b>E</b>	Explain: EDC has developed and implemented a training program that encourages EDC students to be more proactive in deciding the type of courses needed each quarter that meet their academic goals. This training program includes learning about and using Degree Works to plan courses and to prepare for pre-registration.

↓ Formal Instruction:

<b>Courses</b>	<b>G</b>	Explain: EDC is currently working with the math department to establish an efficient student referral process and to discuss strategies that would: (a) identify students not prepared for Math 210 and (b) identify possible options for these students.
<b>Workshops</b>	<b>E</b>	Explain: EDC will evaluate current workshop materials and presentation methods in order to determine if and how materials and delivery methods can be improved.
<b>Trainings</b>	<b>E</b>	Explain: EDC has and will continue to train student services' staff and instructional faculty on a variety of topics, such as how to refer a student to EDC, how to read and process a TAV form, and the types of disabilities. Presentation methods and training content may vary as per a specific group's training needs. EDC will continue to evaluate and modify training materials and content as needed.

↓ Unique Services      Designation ↓

Accommodation Management	<b>E</b>	Explain: Currently, the staff of EDC are proactively evaluating our accommodation management process. After receiving feedback from faculty, modifications were made to the Test Accommodation form and procedure that will greatly reduce the possibility of a student being denied test accommodations.
Assessment for Eligibility/L D	<b>G</b>	Explain: EDC has developed and implemented a training program designed to help campus wide staff and faculty to effectively refer students to EDC. As a result, more students are being referred from staff and faculty that require assessment in order to determine eligibility and receive DSP&S services and accommodations.
Disability Management	<b>M</b>	Explain: Service is currently effective
Campuswide Liaison	<b>M</b>	Explain: Service is currently effective
Advocate for Students	<b>M</b>	Explain: Service is currently effective
Specialized Tutoring	<b>M</b>	Explain: Service is currently effective
Specially designed courses	<b>M</b>	Explain: Service is currently effective

**To return to the APRU form, click on the "APRU 2012" tab at the bottom of this sheet**