

**Division of Student Affairs  
FY18 Annual Report**

**Department: Office of Disability Services**

**I. MISSION STATEMENT & DEPARTMENT GOALS:**

*Insert your department's mission statement and goals here.*

The mission of the Office of Disability Services is to provide extensive post-secondary services to students with psychological, physical, and learning disabilities. ODS seeks to ensure that qualified students with disabilities are provided equal access and reasonable accommodations appropriate to their disability in all UL Lafayette programming and academic pursuits. Additionally, ODS provides faculty with assistance in meeting their federal obligations under the Americans with Disabilities Act.

The Office of Disability Services (ODS) at UL Lafayette is dedicated to ensuring nondiscrimination and equal access to all programs, services, and activities for qualified students with disabilities. Students with disabilities have access and opportunities to engage in the full range of experiences available to all students at UL Lafayette including curricular, co-curricular, and extra-curricular activities. We are committed to working with students, staff, and faculty in developing and implementing the most appropriate strategies for a successful learning experience while maintaining the academic standards and integrity of the mission of the university.

**II. FY17 ASSESSMENT UPDATES:**

Held all staff member meeting (student workers and graduate assistants) in August 2017. Provided information and education to students regarding the role of ODS including ethical and legal background behind what we do. Made an effort to unify staff members for the betterment of our office.

**III. HIGHLIGHTS**

- **ODS served over 1,000 students during the fall 2017 and spring 2018 semesters. This was the first time our office has surpassed 1,000 students. We saw an 80% increase in the number of students registered in the past 5 years.**
- **ODS has outgrown final exam test administration in Agnes Edwards Hall (Conference Center). Obtained permission to move final exam administration to the student union ballroom beginning with Fall 2018 final exam period.**
- **Due to the increase in students and need to manage the accommodations process and testing center, ODS is currently in the process of procuring an integrated software system which will help to make our office more efficient and provide better services to students and faculty.**
- **Due to the help of several dedicated students, ODS has reinstated the Beacon Club and looks forward to providing support to these students as they promote disability awareness.**
- **Made strides in tightening up our office protocols regarding student workers (i.e. created and implemented interoffice student worker handbook which clarified rules and expectations).**

#### **IV. COLLABORATION EFFORTS**

ODS has collaborated with the Housing Department to implement procedures to manage the large number of requests for Emotional Support Animals. Put together an integrated process and formed a committee to evaluate all ESA requests.

ODS continues to collaborate with Facilities Management to address structural changes needed on campus and safety issues as they arise.

#### **V. APPENDICES**

#### **VI. FUTURE GOALS**

Having secured two major goals recently, my focus now shifts to acquiring a much needed additional staff member. ODS is in need of a full time professional staff member to oversee the implementation of accommodations. My plan is for this unclassified staff member to be called Accommodations Coordinator. This person would oversee all accommodation meetings and address students requests for a change in or modification of their current approved accommodations. A recent inquiry into the staffing of our peer institution suggests we are woefully behind on our staffing needs, especially in light in the increase of our numbers. My position request would include salary and an increase in travel funds to address the need for continuing education and an increase in supply money to accommodate the new position.

Another future goal involves researching the need for and advocating for more space to efficiently run our office. There is no indication that our student population will not continue to rise, thus placing a burden on our already too small testing center. The move to the student union for final exams will be an enormous help to our office but I can foresee the need for more day to day space in the next few years.