



Budget Request Form FY2018

Department should complete one form for each individual request

Department: Disability Services

Program, Service, or Operation Requested

Program Coordinator

SAFAB Use Only	
YES	NO

General Description:

Disability Services is requesting a new Program Coordinator position (Note-taking Coordinator) that would be responsible for our note-taking coordination. This position would also work with students with temporary disabling conditions.

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

How does this address an important need and positively impact students?

As a result of our Comprehensive Program Review last spring, Disability Services was encouraged to re-vamp our peer note-taker accommodation process. Prior to this fall, any student who needed a peer note-taker had to ask their instructor for help identifying a student in the class to take notes and DS learned that many students were not getting their notes either because the instructor or the peer note-taker didn't follow through. This summer, DS developed a new plan for note-taking and hired a Graduate Assistant using salary savings to manage this process.

DS staff did not anticipate how much work would be involved in the many steps to get notes. We also did not anticipate how great the response would be from our peer note-takers. We have approximately 600 students who have volunteered and are uploading their notes for their peers. The first few days of class, that equated to over 1500 emails that had to be processed. The combined effort of the GA and several other staff members is taking approximately 60-70 hours a week. Once through the first month of school, this workload should be slightly smaller, however, that is when we would like to have the notes being checked for readability and accuracy and continually checking to make sure that notes are continuing to be updated.

This new note-taking system benefits the Aggie community in many ways. The students who need notes are better able to get them and in a format that is generally easier for them. The peer note-takers are exhibiting the Aggie Core Value of self-less service and are also generally benefitting academically as they pay closer attention in class and make sure they go to class since someone else is depending on them. This program helps students embody the volunteerism that Texas A&M is known for. DS is also providing certificates at the end of the semester for each student who is a volunteer so that they can get service points if needed for student organizations. We anticipate that after this semester, we may see an even larger number of volunteers as students feel good about helping and see how easy it is to volunteer (which means even more work for DS staff!)

What department/Division Strategic Plan item does this support?

Disability Service Strategic Plan-

Examine implementation of accommodations in keeping with best practices. Research specific accommodations (possible absenteeism, note-taking) for benchmarking purposes.

Division of Student Affairs Strategic Plan-

Goal 2: Contribute to student success, including retention and timely graduation.

What is the impact if not funded?

DS will have to continue to use a GA and take time away from staff who have other jobs to try to cover this need. Students will not get their notes in a timely manner and staff will end up working lunches, nights, and weekends to try to keep caught up (which is what is happening this semester).

Please provide any data, evidence, input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

Since this is a new initiative, we don't have data besides the number of hours that it is taking to do this job as previously reported.

What actions have you implemented internally to address the identified need?

We hired a GA and have used about 30 hours a week of the new Office Assistant position as well as using our Testing Administration GA. We also have one of our graduate student readers/scribes who has been trained and is coming in to work extra hours to help. At least two of our full-time staff members have worked weekends or nights to help out.

Generally, what assessment tools will you use to evaluate this program/service?

We will survey the students using peer note-taking to see what they think of the process and how it can be improved.

How have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered?

Please explain.

We have salary savings for the GA, but don't have another way of funding a new position.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$50,204.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$50,204.00

SAFAB Comments/Notes: