



Budget Request Form FY2019

Department should complete one form for each individual request

Department: Disability Services

Program, Service, or Operation Requested

Graduate Assistant- TAC mornings

SAFAB Use Only	
YES	NO

General Description:

Hiring a graduate assistant to assist with testing administration in the Testing Administration Center (TAC)

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 shown in the graph in the question below, the number of exams administered in the TAC grows every year. The number of exams for Fall 2016 was 11.6% larger than the number for Fall 2017. With the continued trend for more students registering with DS each year, this number will continue to grow. The majority of students who use Disability Services have testing accommodations and the majority of them use the TAC. With these increases, DS staff are working overtime and are more prone to make mistakes that can be detrimental to the students using the TAC and/or upsetting to faculty. In order to maintain a high quality of service to students, more staff are needed to address these issues.

What department/Division Strategic Plan item does this support?

OVPSA- GOALS AND OUTCOMES

1. Enrich Student Experience

Students learn both in and out of the classroom. Our programs, services, and experiences provide co-curricular opportunities for students to make progress toward achieving the Texas A&M Student Learning Outcomes, to integrate their learning as well as prepare for a lifetime of learning and development.

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c. Provide innovative programs, services, activities, and facilities that meet the needs of an increasingly diverse student population.

4. Support Student Wellbeing

Students engage in learning experiences that integrate all aspects of their lives. In order for students to be academically successful, they need to be in a positive, healthy, and secure environment. Because of our strong sense of care, we support students in making good decisions that contribute to their success.

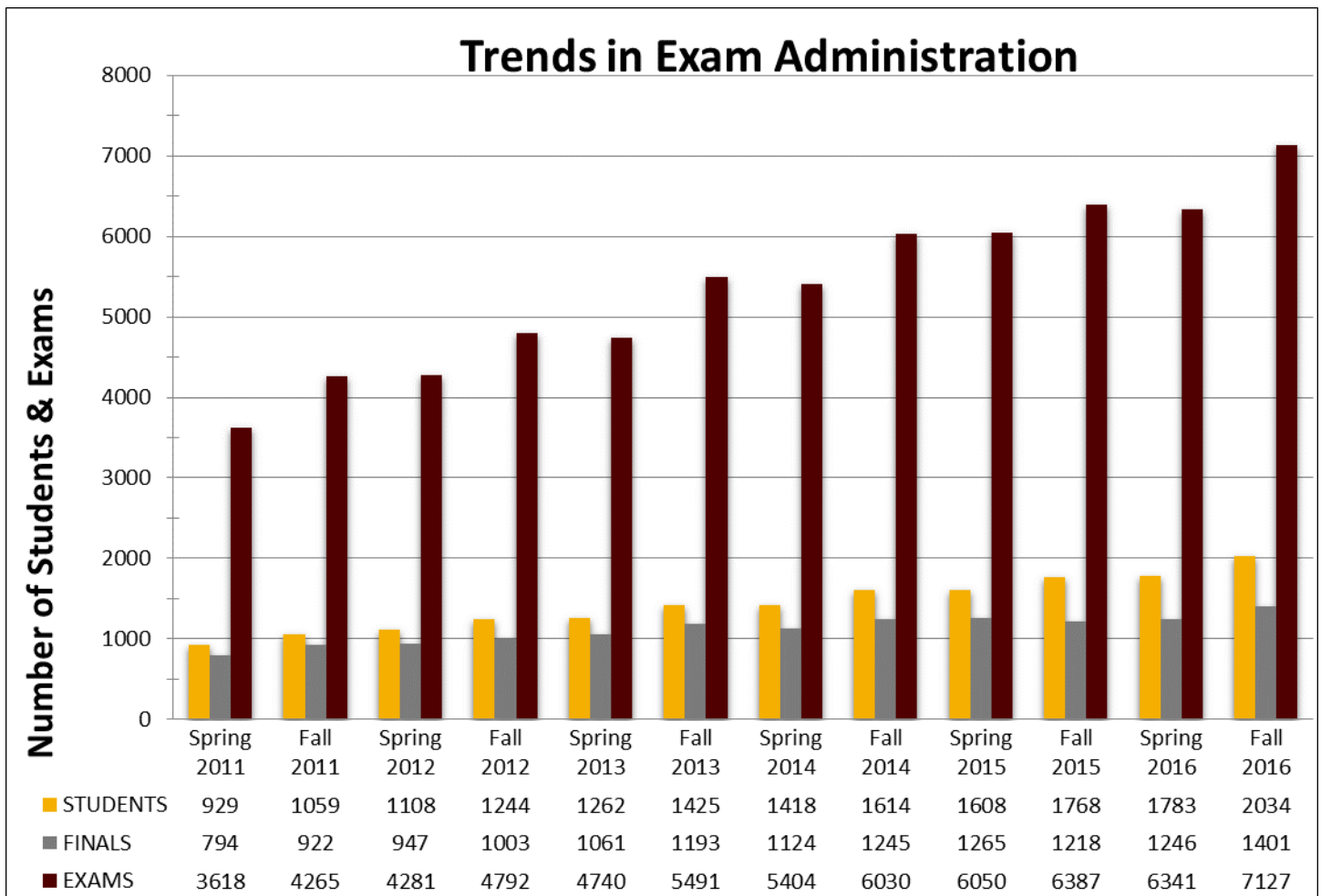
f. Meet or exceed local, state, and federal mandates that support the student experience

What is the impact if not funded?

Not adding additional staff to the TAC increases the university exposure for complaints from faculty and students as well as the risk of Office of Civil Rights complaints if mistakes are made due to lack of ability to keep up with the workload. It also may lead to staff burnout and turnover.

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

The number of tests administered in the TAC grows each year. In order to meet the needs of students without risking mistakes and burnout of staff (as well as overtime), the number of staff needs to increase.



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

SAFAB approved and DS was granted funding in Fall 2016 to hire an Administrative Associate I to help with test administration. As testing continues to grow, it is apparent that that person is needed to assist with processing exams and additional support is needed for exam administration. By hiring two GAs, DS can save money and also provide employment and experience for graduate assistants.

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

Information about the TAC will be included in periodic student surveys. In addition, statistics about number of exams administered as well as other factors related to testing will be examined.

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

Please explain.

DS has looked at funding this promotion through operating funds, however, this doesn't seem feasible at this time.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$12,500.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$12,500.00

SAFAB Comments/Notes: