



## California Community Colleges DSPS Program Plan Instructions

### General Instructions:

- 1) Please fully address the questions listed for each section of the program plan.
- 2) Please be clear and specific and provide sufficient detail so that an individual unfamiliar with your program will have a clear understanding of how you are administering each of the program's components.
- 3) Please refrain from using acronyms or other abbreviated terms (unless you define them at the beginning of the section).
- 4) The Program Plan must be submitted electronically. Lack of an approved DSPS Program Plan may affect your District's future DSPS funding.
- 5) This PDF document has been designed to work with Adobe Acrobat as well as Adobe Reader 8. It should be fully accessible to industry-standard assistive computer technologies.
- 6) You don't necessarily need to complete this template in a single session. The instrument will record your previous responses and allow you to continue from where you left off.
- 7) If you are using a web-based e-mail system such as Gmail, Yahoo!, Mail, etc., you will need to send your plan as an attachment to: [Sberenson@cccco.edu](mailto:Sberenson@cccco.edu) If you are using a desktop e-mail system such as Outlook, Thunderbird, Eudora, etc., you may use the submit function at the top of the Program Plan Template to send your completed form to the Chancellor's Office.

**DSPS Program Plan Instructions: For questions regarding the DSPS Program Plan contact Scott Berenson, DSPS Statewide Coordinator, at (916) 322-3234 or via email at [Sberenson@cccco.edu](mailto:Sberenson@cccco.edu).**

*Title 5, Section 56046 specifically addresses the requirement for each DSPS program within a district to develop a program plan in a form prescribed by the Chancellor. This plan is to be submitted to the Chancellor's Office for approval the year prior to the student services program review site visit. The Chancellor's Office will notify the colleges of approval, or if revisions are required, within 60 days of receiving the plan. In addition, when any significant additions or eliminations of DSPS support services occur, you are required to file an addendum with the Chancellor's Office prior to the end of that academic year.*

1. Scope of Program – This section is intended to convey to the reader the size and scope of your program as required in Title 5 Section 56000.
  - a) Please complete Table 1 with the number of students served according to the student count, using the data from your previous end of year report. If numbers have increased or decreased for the current year, or you consider the MIS data to be incorrect, please explain under comments. Please calculate percentages by disability group.
  - b) Please list **all** DSPS programs, services and activities. This list should be comprehensive. You may use the drop-down menu or attach your own list.

- c) Describe how your specific programs, services and activities support students with disabilities in accordance to Title 5 Guidelines, specifically Article 1 – Section 56000. To receive DSPTS funds your college must meet the following requirements:
- i. DSPTS **cannot** duplicate college services/instruction. For instance, if tutoring is available to all students there must be something appreciably different about the tutoring funded by DSPTS;
  - ii. The disabling condition **must** directly relate to educational limitations (i.e., just because someone is using a wheelchair doesn't mean they need DSPTS);
  - iii. DSPTS services **must** directly relate to educational participation. (i.e., DSPTS does not have to provide personal /attendant services);
  - iv. DSPTS services **must** promote maximum independence and integration. (Students should be encouraged and assisted to use general college services whenever possible.); and
  - v. DSPTS services **must** be consistent with college mission and purpose (i.e., therapy and custodial care are not appropriate for DSPTS). APE is a good example; classes should be used to acquire skills, not to provide therapy.

You may provide copies of the student record forms used to determine eligibility for DSPTS program services, and/or service descriptions that emphasize the differences in the services you provide, such as the specialized training that your tutors have to complete, or other examples that demonstrate the unique aspects of your DSPTS program, however, this is optional.

2. Support Services – These are the services you provide in accordance with Title 5 Section 56026.
  - a) Organization – Attach copies of organizational charts that illustrate the organizational structure of your college's DSPTS program and where it is placed in your college.
  - b) Complete Table 2 listing all full and part-time DSPTS staff with classification, title, FTE% hours per week and funding source(s). For example, you may have an Alt Media Specialist funded 25% by the district and 75% through DSPTS funds or a counselor funded by Basic Skills funds. You may list the number of student workers, without further explanation. Please include vacant positions.
3. Special Class Instruction – Title 5 Section 56028.
  - a) Complete Table 3 by listing all special classes whether currently being offered or not. Specify course numbers, number of sections in each course (if applicable), course title, whether credit, non-credit/Career Development-College Preparation, or non-credit/Other, where the class is taught, such as community center, satellite campus, or on campus, and year/semester offered.
  - b) All special class curricula must go through the college/district review process. Attach a file of all approved Special Class course outlines and syllabi. Ensure that verification of approval for each course is clearly visible. Please include the letter of approval from the Chancellor's Office.
  - c) All special class instructors must meet the minimum qualifications as cited in Sections 70901 and 87356, California Education Code. (Reference: Sections 70901(b)(1)(B) and 87356, California Education Code). Your description of the college's process for

ensuring adherence to the California Education Code citations should include whether or not a DSPS representative is involved in the process.

- d) Describe the process for retaining/updating records on the qualifications of all staff teaching special classes. The District will have a policy addressing this issue. Please check that the policy specifically addresses special classes. If so, it may be attached to the plan. These records are probably not kept in your office. Please identify where on campus these records are kept. This is important as the program review team may ask to review these records. Provide a contact person along with their phone number or email address.
4. Program Planning - This part of the program plan requires you to describe activities undertaken to strengthen and improve the support services offered to students with disabilities. Title 5, Section 56046.
- a) Strengths and Weaknesses. Analyzing the strengths and weaknesses of your DSPS Program from an internal perspective assists with program planning and evaluation. Your program's strengths are internal issues that make the program strong, are a source of pride, and are recognized on campus, in the community, and across the system, such as a strong acquired brain injury program, community outreach and interaction, or interpreter / captioner programs. Your program's weaknesses are internal issues that affect the program's performance negatively, such as lack of available interpreters, staff vacancies or lack of accessible office space.
  - b) Opportunities and Challenges. The opportunities of the program are external factors independent of your program, which you might choose to pursue, such as area growth, or influx of industries which may create job opportunities for your students. Conversely, the challenges of the program are those external factors that your program faces from student, campus or community needs or issues. These could be requests for services or special programs which outstrip resources or the number of pending retirements at administrative levels on your campus.
  - c) The strengths, weaknesses, opportunities and challenges (SWOC) analysis should form the basis for both your long and short term goals. If, for some reason it does not, briefly explain why. If you have done this type of analysis or any type of environmental scan as part of a College Strategic Plan or Unit Plan, you may extract the same information and provide it here.
  - d) Both (e) and (f) may be part of (g) student learning outcomes. If so, attach these with a brief explanation of the overlap. If not, attach the long-range goals that you and your staff have developed. In reporting your long range goals, list the objectives, expected outcomes and relevant activities to be undertaken to achieve identified goals and progress made in accomplishing these goals.
  - e) Short-term goals and objectives are usually within the academic year or at most within 2 years. These should be clear and concise with timelines for accomplishing activities and attaining desired outcomes in the next 1 to 2 years.
  - f) If any of your long-range plans are part of a larger district-wide planning process, please identify that information here. If so, explain the type of plan and length of planning cycle. For example, part of a 15 year environmental study or 5 year bond issue study. Please be sure to differentiate between your goals, objectives and expected outcomes.

- g) Student Learning Outcomes. Attach the SLOs that you have already developed and any data analysis you have done thus far. If there are none, briefly explain your progress in developing SLOs for your program.
  - h) Summary of your DSPPS budget for this fiscal year. Please provide a summary of your DSPPS budget for the current fiscal year with as much specific detail as possible. At a minimum, budget line items must be provided at the 1000 series object/account code level (example: 1,000s, 2000s, 3000s, 4000s, 5000s and 6000s). The budget detail items will resemble the End of Year (EOY) report. This will provide the System Office the opportunity to compare the budget plan with the stated DSPPS program goals.
5. Evaluation - This section focuses on the activities you conduct to evaluate the efficacy of the support services you provide. Title 5 Section 56052.
    - a) If you have developed a student satisfaction survey, describe how it is administered, analyzed and the results utilized. Is your Advisory Committee involved in any evaluation activities? If so, describe. If you are conducting other staff/faculty evaluation activities, briefly describe them and how they are used to improve or enhance services.
    - b) Attach any additional documents such as survey instruments, data analyses, summary of results, unit action plans, annual reports, etc. that you use.
  6. Program Contact Page – This must be completed by the primary DSPPS contact person, usually the DSPPS Coordinator. There is an additional place for a secondary contact, in case the primary contact is unavailable.
  7. Attachments List - This page provides space for you to list all documents by file name and/or links you are providing in support of your program plan. For example, if you are attaching your mission statement you would write in missionstatement.doc, an organizational chart, orgchart.xls or Student Learning Outcomes SLO.ppt
  8. Certification of the DSPPS Program Plan – Signatures. All signatures are required to certify that the contents of the program plan are accurate. This page may be mailed to the Chancellor’s Office, if electronic signatures are not available.

**General Notes:**

1. Many of the requirements of Section 4 a-g and 5 a-b of the Program Plan may have been combined and organized as part of a unit plan. If so, please attach and indicate where each of the elements required can be found.
2. Under Sections 1-5, there are comment boxes. These can be used to indicate a lack of required documentation, an explanation of variables in numbers or where various required documentation or additional information can be found on your website or campus.
3. Page 5 provides a form for you to list the documents you are attaching to your program plan by file names, such as evaluation- plan2007.doc or dspsorgchart2008.xls