### Departmental Assessment Analysis (DAA form)

"Capturing the meaning of the assessment for the program."

**Instructions:**
- After departmental discussion and review of SLAS forms, complete the following form.
- Submit form to SLO Taskforce semi-annually. Due by census date.

<table>
<thead>
<tr>
<th>Program/Degree/Certificate:</th>
<th>Disabled Students Programs and Services (DSPS): Disabled Student Services and Learning Opportunity Center</th>
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| What does the department think it can do to improve teaching and learning? | Have more appointments available for students.  
Expand test proctoring space and number of proctors and support staff.  
Improve support and referral systems for students.  
Have more efficient file management systems.  
Provide training on use of current and new programs for record keeping and data management. |
| What help or resources are needed from the college to improve teaching and learning? | Hire one more full-time DSPS counselor, one more Learning Disability Specialist, and an Instructional Assistant for the Learning Opportunity Center.  
Have additional test proctoring space and staff to support it.  
Have more opportunities for staff training.  
Create forms and checklists for student referrals. |
| What are top priorities for improvement? | Pursue additional staff positions, both faculty and classified, to meet increasing demands of SSSP.  
Add additional test proctoring space and staff |
| How will department implement those priorities? | Request additional space and funding for proctoring staff.  
Submit budget requests for additional personnel.  
Request training opportunities and bring in appropriate trainers. |
| Provide timeline. | Submit requests according to the budget timelines.  
Continue consultations with test proctors in Fall 2014.  
Conduct training in Fall 2014 and Spring 2015. |