**Departmental Assessment Analysis**

(DAA form) for spring 2015

"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? | Expand staff to 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, recording keeping, and data management systems.  
Expand resources (ex. Student Handbook for DSPS) and activities available to students. |
| What help or resources are needed from the college to improve teaching and learning? | Hire one more full-time DSPS counselor and 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.  
Provide materials and space for more activities for students. |
| What are top priorities for improvement? | Pursue additional staff positions, both faculty and classified, to meet increasing demands of SSSP and Student Equity requirements.  
Add additional test proctoring space and staff. |
| How will department implement those priorities? | Request additional space and funding for proctoring staff.  
Submit budget request for additional personnel.  
Request training opportunities and bring in appropriate trainers. |
| Provide timeline. | Submit requests according to the budget timelines.  
Continue consultations with test proctoring staff in spring 2015.  
Conduct training in spring 2015 and fall 2015. |