

**Center for Students with DisABILITIES (CSD)****FY2022 One-Time Request - Accessible Information Management (AIM) online platform annual fee**

To increase efficiency and provide a secure unified portal, CSD requested, and we were approved to purchase an online software platform, Accessible Information Management (AIM). Thanks to the SFAC Committee's generous approval to fund this one-time FY2020 request, we were able to purchase this program. Thank you!

We are currently in the process of implementing AIM. It will be fully implemented in the Spring, 2021 semester. We had initially planned to implement this system in the Fall, 2020 semester. However, due to COVID-19 related priorities the implementation had to be delayed one semester.

The AIM system is currently utilized by all University of Houston disability service offices. This an online platform that will enable students to view, manage and request accommodations through one integrated system. AIM is a comprehensive accommodation, appointment, and case management software, designed by disability services professionals specifically for disability services departments. Through this system students will be able to upload medical and school documentation, schedule appointments, schedule exams, communicate with their counselors, and much more! Faculty will receive student accommodation forms, upload class notes, schedule exams and more.

This system requires an annual fee for maintenance, updates, technical support, configuration, training, and consultation. We requested a one-time FY 2021 allocation for the annual fee of \$18,400, which the Committee also approved. Thank you so much for this allocation! We would like to respectfully request funding for next year's (FY 2022) annual fee. The cost is the same (\$18,400).

<b>FY 2022 One-Time Request</b>	<b>Amount</b>
Accessible Information Management (AIM) annual fee	\$18,400.00
Admin Fee	\$1,104.00
<b>Total</b>	<b>\$19,504.00</b>

**DSAES Strategic Initiatives**

- Student Success: Champion exceptional opportunities and services to support all UH students.
  - SS 3: Foster the holistic well-being of all students through coordinated, intentional services and processes.
  - SS 4: Enhance assessment of student success by defining measures at the departmental and divisional level with focus on the impact of our programs and services.
- Resources: Evaluate, actively pursue, and leverage resources to enhance the UH experience.
  - R2: Pursue and develop resources to address identified gaps and needs.
  - R3: Leverage and adapt resources in innovative ways to increase effective utilization.

- Partnerships: Forge and strengthen partnerships to expand our reach into the university and greater community.
  - P1: Educate and empower campus partners to be our advocates.
  - P2: Enhance students' educational experience by expanding partnerships with academic affairs.
  - P6: Raise the profile of the division through regional, national, and international involvement.

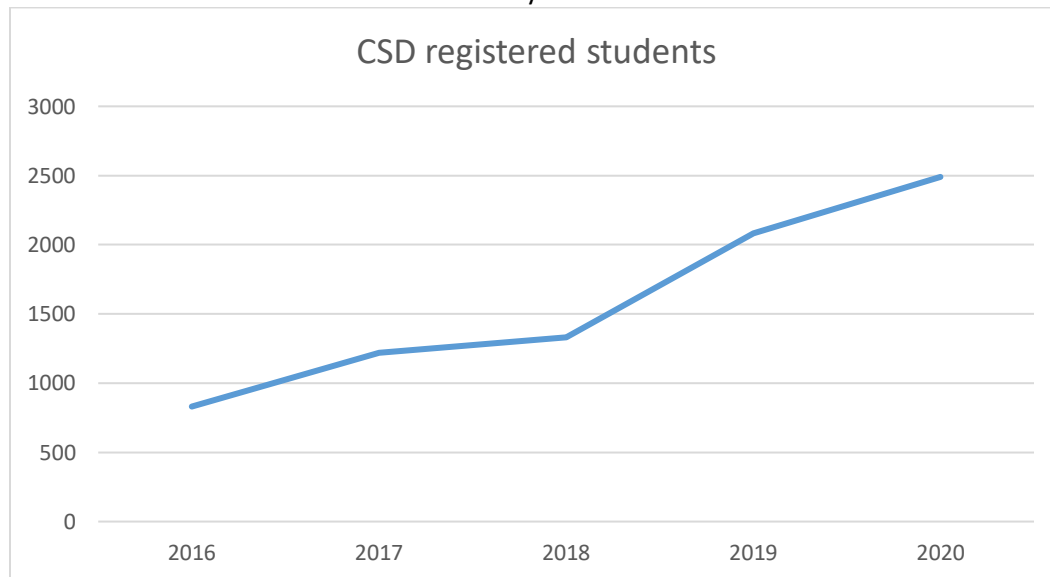
**Center for Students with DisABILITIES (CSD)**  
**FY2022 One-Time Request – Temporary Counselor Positions**

The Center for Students with DisABILITIES (CSD) is respectfully requesting the following:

<b>FY 22 Additional One-Time Request</b>	<b>Annual Salary</b>	<b>Temporary Agency Fees</b>	<b>Admin Fees</b>	<b>Total</b>
Two CSD Counselors	\$45,780.00 (midpoint)	\$16,023.00 (estimated at 35%)	\$3,708.18 (6% admin fee)	\$131,022.36

**Justification for Request**

1. The number of students registering for CSD services has consistently increased each year. However the increase in the number of students from 2019-2020 was the most significant increase we have seen in 20+ years.
2. Number of students served:  
 2019-2020: On **08/31/2019** we were serving **2082** active students. This reflected a **56% increase** in the number of students we were serving the previous year (**1331**).  
 2020-2021: As of **09/25/2020**, we are serving **2,490** active students. This reflects a **20%** increase in the number of students served from last year.



3. Currently counseling staffing consists of the Director, Assistant Director, and Counselor. Counseling staff have not increased in 20+ years.
4. Although the CSD Assistant Director and Counselor currently serve as the primary counselors for more students than the Director, the student to counselor ratio is currently approximately **1:830**.
5. Comparison to other Texas State University Caseloads:

<b>University</b>	<b>Current Enrollment</b>	<b>Active Enrollment</b>	<b>#No. of Counselors</b>	<b>Counselor's Caseload</b>	<b>Director's Caseload</b>	<b>Assistant Director's Caseload</b>
UT- Austin	2,800	2,800	8	~250-350	~100	~150

		All students are actively registered/enrolled at UT. Once students are not enrolled we remove them from our count.	Disability Services Coordinators  Caseloads are divided by disability categories with each coordinator specializing in specific types of disabilities.	Depending on time of the year. We are re-evaluating this system as more students are presenting with more than one diagnosis.	Sees more severe/difficult cases.	Assistant Director Manages Deaf/HoH Students, so this is her entire caseload with ~70 students.  Assistant Director has ~150 students who have medical, mobility, and visual disabilities.
UT Arlington	1, 500	1,378	3 Accommodation Counselors	Counselor #1: 548 Counselor #2: 283	None. No Director at moment. When Director position is filled director will have a caseload of 100	547
Texas A&M	3,000	2,350	9 Access Coordinators	262	None. Had 6 this past year, but once they graduate will have none.	Two (2) Assistant Directors see slightly fewer students. AD #1: 250 AD #2: 250
Texas State University	1,600	1,450	4	400	None	No Assistant Director
<b>UH</b>	<b>2,490</b>		<b>3 to include Director and Assistant Director</b>	<b>1 sees 990</b>	<b>1 sees 540</b>	<b>1 sees 960</b>

### DSAES Strategic Initiatives:

**Student Success:** Champion exceptional opportunities and services to support all UH students.

- Engage all students to intentionally **develop** leadership qualities, critical thinking and communication skills, diversity competencies, and personal growth.
- Expand **diverse experiences** on exploration and education, while identifying and meeting the needs of our student population through supportive, inclusive environments.
- Foster the **holistic well-being** of all students through coordinated, intentional services and processes.

**Division Cohesion:** Create and foster a cohesive division identity, culture, and community.

- Implement **staff communication** strategies that promotes a mutual understanding of who we are and what we do.
- Strengthen **staff connections** within the division, both professionally and personally.
- Foster **collaborative divisional processes** focused on common goals.

**Resources:** Evaluate, actively pursue, and leverage resources to enhance the UH experience.

- Evaluate resources to **identify opportunities** for efficiency, improvement, and transformation.
- Pursue and **develop resources** to address identified gaps and needs.
- Leverage and adapt resources in innovative ways to increase **effective utilization**.

**Partnerships:** Forge and strengthen partnerships to expand our reach into the university and greater community.

- Enhance students' educational experience by expanding partnerships with **academic affairs**.
- Expand **strategic partnerships** with K-12 schools and other post-secondary institutions.