**pROPOSAL FOR SAS Consultant for Housing Accommodations and Additional TESTING Space**

Student Accessibility Services – Florida Atlantic University

# STATEMENT OF NEED

Student Accessibility Services (SAS) at FAU has seen an increase in the past two year for Housing Accommodations, mostly regarding Emotional Support Animals (ESA’s). This has severely impacted SAS consultants as dealing with ESA accommodations are challenging because there is not enough sufficient guidance’s from the Federal Government. SAS has created a process for ESA Accommodations but the overall number of requests is overwhelming. Having someone specifically assigned to Housing Accommodations will allow the other SAS consultants to be able to focus more on the academic accommodations.

Processing documentation for ESA’s is very time consuming because we are not only looking at the ESA Verification form we are also reviewing and tracking vaccination records. SAS has to review expiration dates for provisional service or vaccinations, following up on students that have not yet applied for services or not provided SAS with appropriate documentation and finally following up with Housing staff on these details. Currently, SAS has a two reports:

* **Approved ESA’s and Service Animals/ Service Animals in Training**
* **Unapproved ESA/ Unverified Service Animals**

These documents are edited weekly by the Associate Director, Assignments and

Contracts, Housing and the Director of SAS. Following up with students, updating the

records are taking up an extraordinary amount of time. Having someone that can be the

contact person for Housing accommodations, to keep up on reaching out to students

and the tracking of these cases will elevate this burden.

Secondly, Testing Services over the past ten years has increased; the number of exams that are being proctored each semester have more than doubled. This is putting a strain on the Coordinator of Testing Services to find appropriate space and convenient locations to proctor exams. SAS has converted a conference room and a storage space in order to have additional seats for testing. This allowed us to move from five testing rooms (13 seats) to seven testing rooms (21 seats).

More testing rooms are needed so that SAS can appropriately provide students accommodations during the exams with their distracted reduced or isolated settings. Not only have the number of exams increased but the number of students needing isolated or the use of specific assistive technology has also increased. In the past year SAS proctored 3,702 exams, so far this year we have proctored 2,014 exams and we still have three months to go including finals.

# Our Proposal

We are proposing that SAS hire a Consultant who will be assigned all Housing Accommodation students and be given office space within Housing. As our population of students continues to increase an additional consultant is needed in order for us to attempt to maintain the standard of no more than 150 students per consultant. Having a staff member in Housing will be beneficial for dealing with students that are looking for Housing accommodations and especially for dealing with and tracking ESA’s. We would prefer that this space be in close proximity to the main SAS office.

SAS is also proposing that additional space be provided in Housing, in close proximity to the SAS main office so that we can to create additional testing rooms. If we are able to get additional space, we could create four to five more testing rooms with three or up to five seats per room. Depending upon the size of the space provide in Housing and ADA regulations for accessibility we could potentially almost double the number of testing seats. This will not solve our problem during high peak testing times such as, midterms and finals but it will assist in alleviating our day to day testing. If this space is large enough the SAS consultant could have office space, there to meet with students needing Housing accommodations and our new Testing Facilitator could be placed there to assist in the proctoring of the exams.

## SUPPORTING DATA

In **2016-2017 SAS has 1,287** registered active students.

**Number of Consultants and their caseloads for active students Spring 2018:**

**Partner Campuses:**

* I fulltime Assistant Director consultant in Davie – that also overseas scholarships and Closed Captioning (60)
* I fulltime Assistant Director consultant in Jupiter (vacant) – overseas Career Liaison for Internships, Workforce Recruitment and Assessment (58)

**Boca:**

* 3 SAS Consultants (Ashley J. 174, Courtney 172, Tracy 152)
* 1 Paraprofessional Consultant with a concentration in Deaf and Hard of Hearing - ASL and C-print (Sandra 193)
* 1 Assistant Director that has case load of mainly Visually Impaired students, overseas ATRC lab, Docsoft, AT and Database (27)
* 1 Associate Director who manages all SAS consultants, reviews all new case files coming into SAS and fills in for Director when needed. (190)
* 1 Director small case load – will all other duties – plus covering Jupiter. (67)

**Number of New Case Files**

* 2016-2017 – from May 15, 2016 through May 5, 2017 – **476 files**
* 2017-2018 – from May 6, 2017 through to February 8, 2018 – **405 new files**
* Number of approved Housing accommodations for 2017-2018 – **48 that have** **been approved** Since Summer 2017

**Number of approved ESA’s or verified Service Animals**

* 38 ESA’s
* 4 Service Animals
* 2 service animals in training

**36 ESA’s currently**

* + 1 Graduated in Fall 2017
  + 1 Moved off campus
  + Service Animals
  + 4 on campus (service animals in training)
  + 1 graduated Fall 2018
  + 1 Living off campus

**ESA/Service Animals On campus that have not registered or have been verified:**

* 49 Unapproved animals since Fall 2017 to present on this list:
  + 41 that have not completed the registration process or verification process through SAS
  + 1 Withdrew their request
  + 2 Denied
  + 1 Graduated in Fall 2017
  + 1 Suspended for Spring 2018
  + 3 Moved off campus

**Student Accessibility Services has seen a rise in the number of exams being proctored over the last 10 years, with a significant rise in the past 5.**

We have been in contact with other state universities in Florida to ask about their staffing in regards to the number of tests that are administered on their campus in Fall 2016.

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| University | Exams Proctored | Staffing |
| Florida Atlantic University | 1,662 | One (1) full-time staff – performs other duties outside of testing  Two (2) part-time student workers |
| Florida Gulf Coast University | 1,343 | One (1) full-time staff dedicated to test proctoring  Two (2) part-time test proctors |
| University of Southern Florida | 2,573 | Four (4) full-time employees  Eight (8) assistants – student workers |
| Florida A&M University | 248 | One (1) full-time employee – also responsible for other duties |
| University of Central Florida | 4,519 | Four (4) full-time testing assistants  Two (2) part-time testing proctors |