ATTACHMENT “A” – Request For Assignment of UTSA Building Space

February 15, 2011 – Page 1 of 3

2a. EXECUTIVE SUMMARY
This proposal represents a request for the reassignment of an additional 1,234 square feet of space for the Department of Student Preparation (DSP). Refer to attached departmental survey detailing space needs. The survey documents a current space deficit of 567 square feet.

DSP has experienced an explosive rate of growth in its population of students seeking our services since the office was established in 1991 (refer to attached spreadsheet and graph for statistical information from 1991 to 2007). As this attachment illustrates, DSP has experienced two periods of marked increases in students served (1991 to 1997 and 2001-2003). For most of the years between 1991 and 2007 the rate of increase in the number of students served by DSP has far exceeded the rate of increase in the total student population of UTSA.

The need for additional space at the 1604 campus is critical and immediate. While space at the downtown campus is adequate at the present time, the number of students served downtown has more than tripled in only eight years. If growth continues at the current rate, it can be expected that additional space will be needed downtown in the next three to four years.

2b. MISSION AND HISTORY
DSP promotes equal access to all UTSA programs and activities for all students. The goals of DSP are:
- To provide services, accommodations, and equipment that enable students to participate in and benefit from all educational programs and activities.
- To promote a campus environment that enhances student preparation.
- To encourage students to become as self-motivated as possible. Toward this goal, students are expected to assume major responsibility for securing services and accommodations.
- To provide preparedness awareness education to the university community through publications, programs, consultation, and the Internet.

The mission of UTSA emphasizes commitment to providing access and expanding educational opportunities for students who have been underrepresented in higher education. Students with learning disabilities are the most recent underrepresented group to move toward equal opportunity in education. The services, accommodations, and equipment provided by DSP increase access and academic success for all students. Providing increased educational opportunities for persons with learning disabilities impacts not only the individual with the disability, but society as well as educated individuals go on to become contributing members of their communities.

The Department of Student Preparation (DSP) was established as a separate department in 1991 in a renovated classroom in the Multidisciplinary Studies (MS) building. The original staff included a coordinator, secretary, and nine work-studies. At that time forty-three students were registered for services. A second professional staff position was added in 1993 and a second administrative support position in 1996. The department reserved three small classrooms in the Humanities and Social Services (HSS) building each semester to provide space for test administration. In 1994 DSP was allocated additional space in the form of two tiny, windowless rooms in the MS building breezeway and one slightly larger room in the corridor down the hall from the office. The number of students had more than tripled to 152, and space was desperately needed to provide for the escalating demand for test accommodation. An interpreter coordinator was hired in 1999, and one of the rooms in the MS building breezeway was converted to an office for this new position. As the number of students using interpreter services escalated from one in 1996 to 16 in 2006, DSP added two full-time interpreters to its staff. A new service, captioning for deaf and hard-of-hearing students who do not use interpreters, was developed in 2001, and DSP added a position for a full-time staff captionist in 2005. DSP was allocated additional space in the form of a second classroom in the MS building in 2003 to provide offices for the interpreter coordinator, staff interpreters, a testing room with adaptive technology for students with visual impairments, and a tiny copy room. The staff captionist occupied the space in the MS building breezeway formerly used by the interpreter coordinator. Between 2001 and 2005 DSP lost two of the three small classrooms in the HSS building that had been reserved each semester to provide space for test administration. Currently only one classroom in the HSS building can be reserved for testing. In 2007 DSP lost both rooms in the MS building breezeway (captionist office and testing room) to an expansion of the Tomas Rivera Center. DSP has been allocated two rooms on the third floor of the MS building to provide temporary office space for the staff captionist and temporary space for testing.
2c. OPERATIONS AND SERVICES
The Department of Student Preparation provides support services, accommodations, and equipment for students with learning disabilities. Academic accommodations and other services are provided on a case-by-case basis, determined by documented need. Accommodations and services available to eligible students include the following:

- Letters to faculty verifying disability and accommodations
- Test accommodations such as extended time, quiet location, readers, and scribes*
- Volunteer note-takers
- Text in alternate format, e.g., electronic or Braille
- Registration assistance
- Research assistance in library or computer lab
- Referral to other campus and community resources
- Counseling to assist students in developing self-advocacy skills
- Specialized equipment such as adaptive computer technology

*Test accommodation is one of the most frequently utilized services provided by DSP. The office administers between 650 and 800 tests per semester.

2d. SPACE LOCATION
The nature of the population served and the type of services provided make office location critical for DSP. The following factors are of greatest importance in determining location of office space:

- A location that is easily accessed by persons with learning impairments and includes the availability of parking in close proximity to the building.
- A building close to the academic core of the campus – the nature of the services provided by DSP, e.g., accommodated testing and note-takers, requires a quiet location that can be easily accessed by students, volunteer note-takers, and faculty picking up and dropping off tests.
- Proximity to a computer lab with adaptive computer technology (e.g., voice-activated computer).

The current location of DSP in the MS building has the advantage of being close to the academic core of the campus and relatively easy to access by persons with learning impairments. The current location also provides proximity to an elevator and the adaptive technology in the MS computer lab. Prior to the closure of Lot 9, parking was available adjacent to the building.

To maximize efficiency of the department and coordination of services, all rooms should be located in one contiguous departmental space. If this is not possible, office space for the interpreter coordinator, staff interpreters, and captionist may be located in close proximity to the main DSP office.

2e. JUSTIFICATION FOR SPACE
The space currently occupied by DSP in the Multidisciplinary Studies building is inadequate for an office that serves a diverse student population. Space in the outer office/reception area is so limited that only one wheelchair user can enter the office at a time. If a second wheelchair user needs access to the office, the first person must back up into the hall or squeeze into a corner to create space. The offices of the director and assistant director are so small (9x9) that there is barely enough space for a person in a large wheelchair. Many people in large wheelchairs are unable to negotiate the tight turn needed to access the director’s office without bumping into walls. A maximum of three people can meet in the director and assistant director’s offices without someone having to stand or sit on the desk. The work area for the administrative associate, a position that requires concentration and attention to detail, is located in the outer office/reception room, an area with high student traffic and constant noise. The only work space available for nine student assistants is a table in the reception area.

DSP has been unable to expand its staff to effectively serve its burgeoning population of students due in part to lack of space for new employees. Professional staff positions have not increased at the 1604 campus since 1993 when DSP served forty-three students (383 students were registered for services during the spring 2007 semester).

DSP has made a number of attempts to more effectively utilize existing space. Furniture in the outer office/reception area has been rearranged several times in a futile attempt to improve traffic flow and provide better work space for administrative support staff and student employees. The offices of the director and assistant director are pressed into service to provide additional space for testing during peak demand times. The department has also attempted to
reserve space in the HSS to use for testing. Storage space for working files was obtained by adding a security gate to a hallway alcove that once housed vending machines.

2f. PROGRAM BENEFITS
Additional space will allow DSP to provide a reception area with adequate space for wheelchair users and students with service dogs, workspace for nine student assistants, a quiet work area for the administrative associate, larger offices for the director and assistant director, additional office space for a second assistant director and information technology associate, and additional space to provide test accommodation.

2g. SUPPORT OF U.T.S.A.’s MISSION AND GOALS
This request for additional space supports the mission and goals of the university and the department by providing DSP with a conference room to facilitate better staff training and coordination of services resulting in improved services to students. A conference room can also provide additional space for testing during peak demand times. An additional testing room provides space for accommodated testing, one of most highly utilized services provided by DSP.

2h. SPACE USE
Refer to the attached departmental survey for a complete list of requested space. The new space will be used as follows:

- Office for an information technology associate provides space for a new position that supports the specialized technological needs of the department and provides text in electronic format and related services for students with print impairments. This office will also provide space for the high-speed scanner.
- Office for a second assistant director provides space for a new position that is urgently needed to provide professional staff to serve a rapidly expanding population of students.
- A conference room with seating for eight persons provides space for staff training, department meetings, and overflow space for testing.
- An additional testing room provides additional space to provide test accommodations and compensates for the loss of two testing rooms in the Humanities and Social Sciences Building.

Staff working in this space includes:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Sally Smith</td>
<td>Full-time</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Bill Blakemore</td>
<td>Full-time</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>New Position</td>
<td>Full-time</td>
</tr>
<tr>
<td>Interpreter Coordinator</td>
<td>Nancy Navara</td>
<td>Full-time</td>
</tr>
<tr>
<td>Interpreter</td>
<td>Ed Edmunds</td>
<td>Full-time</td>
</tr>
<tr>
<td>Interpreter</td>
<td>Gloria Gaynor</td>
<td>Full-time</td>
</tr>
<tr>
<td>Captionist</td>
<td>Rachael Robins</td>
<td>Full-time</td>
</tr>
<tr>
<td>Info Tech Assoc II</td>
<td>New Position</td>
<td>Full-time</td>
</tr>
<tr>
<td>Adm Assoc II</td>
<td>Vivian Vera</td>
<td>Full-time</td>
</tr>
<tr>
<td>Adm Asst</td>
<td>Jim Jamison</td>
<td>Full-time</td>
</tr>
<tr>
<td>Student Assistants</td>
<td></td>
<td>Part-time</td>
</tr>
</tbody>
</table>

DSP utilizes standard office equipment, including personal computers, printers, copy machine, fax machine, filing cabinets, supply closet. Special equipment requirements include: active files require storage space close to office, video relay phone system requires space for set-up in interpreters’ office, and high-speed scanner for producing text in electronic format requires space for set-up in Information Technology Associate’s office.

Office hours during the fall and spring semesters are Monday through Thursday 8:00 a.m. to 6:30 p.m., and Friday 8:00 a.m. to 5:00 p.m. Services are occasionally provided by appointment after normal business hours.

2i. SPACE MODIFICATIONS
Minor modifications to space, including the removal of one wall and one door should be anticipated. DSP will fund required space modifications.