

List of Evidentiary Documentation for Compliance Site Visits

Copies:

▪ Copy of Annual Notification (local newspaper, school paper, etc.)
▪ Copy of policies relating to advisory boards, councils, or committees.
▪ Copies of written policies and procedures for evaluating and placing students with disabilities.
▪ Copy of any special testing policies and procedures for Students with Disabilities.
▪ Sample copies of housing contracts and agreements.
▪ Copies of any policies or procedures for selection for work-study, cooperative education, job placement and/or apprenticeship training.
▪ Sample copies of workplace agreements between institutions and business/employer sponsors.
▪ Sample copies of Job Announcements.
▪ Sample copies of job descriptions.
▪ Documentation of relevant specialized training or professional development for HR staff.
▪ Copy of any written guidelines or standards for interviewing and ranking employment applicants.
▪ Copies of any policies related to fringe benefits, promotion, and leave.
▪ Map of Campus(es); Floor plans for each building.

Documents:

▪ Board Policy Manuals
▪ Catalog
▪ School Newspapers
▪ Student/Faculty/Staff Handbooks
• Recruitment Plan
▪ Documents other than catalog used to specify admissions tests or criteria, if any
• Any general or program-related ADVISING manual, if any

Sample Materials:

▪ Admission Applications.
▪ Employment Applications.
▪ General College Recruitment Materials (brochures, posters, flyers, advertisements, media, etc.).
▪ Curricula- and program-related marketing and recruitment materials (brochures, posters, flyers, advertisements, etc.).
▪ Sample student inquiry or information request forms.
▪ Examples of documents listing financial aid and scholarship criteria, including any aid-related materials provided to students.
▪ Examples of Counseling Materials.
▪ Examples of any program, course, and extra-curricular enrollment reviews.
▪ Samples of materials provided to students about disability services.
▪ Samples of any general or program related ADVISING documents or materials.

Reports:

▪ Membership roster of advisory boards, councils or committees, by race and gender, with notation if member is a person with a disability.
▪ Membership roster of governing board by race and gender with notation if member is a person with a disability.
▪ Roster of individuals involved in recruitment, by race and gender, with notation if individual is a person with a disability.
▪ Roster of <u>admitted</u> applicants into selective admission programs during the past academic year by program, race/ethnicity and gender, with notation if applicant is a person with a disability or LEP (should also include relevant ranking criteria, if needed to justify).
▪ Report of all financial aid recipients for the most recent academic year (Fall/Spring) by source of award, race/ethnicity, gender, and disability status.
▪ Report of athletic scholarships awarded during the most recent academic year (Fall/Spring), by gender (include amount awarded).
▪ Report of <u>all</u> student athletes during the most recent academic year (Fall/Spring), by sport and gender.
▪ Report of all restricted scholarships awarded during the most recent academic year (Fall/Spring), by race/ethnicity, gender, and category of restriction.
▪ List of Counseling/Advising Assessment Instruments Used and for what purpose.
▪ List of each counselor's OCR relevant specialized training or professional development activities.
▪ Report of any aids, materials, and services available, requested, provided, and denied to students with disabilities during the past academic year (minimum).

<ul style="list-style-type: none"> ▪ Report of any academic adjustments/modifications made for students with disabilities during the past academic year (minimum).
<ul style="list-style-type: none"> ▪ Report of all students housed on-campus during the most recent academic year (Fall/Spring), by dorm, race/ethnicity, gender, and disability status.
<ul style="list-style-type: none"> ▪ Report of all work-study students for the most recent academic year (Fall/Spring) by race/ethnicity, and gender, with limited English proficiency and students with disabilities noted; include workplace assignment
<ul style="list-style-type: none"> ▪ Report of any work-based learning or apprenticeship students for most recent academic year (Fall/Spring) by workplace assignment, race/ethnicity, and gender, with limited English proficiency and students with disabilities noted; include workplace assignment.
<ul style="list-style-type: none"> ▪ Report of any student job placements for the most recent academic year (Fall/Spring) by race/ethnicity, and gender, with limited English proficiency and students with disabilities noted; include workplace assignment
<ul style="list-style-type: none"> ▪ Report of All College staff (non-faculty), by race/ethnicity and gender, with disability status noted.
<ul style="list-style-type: none"> ▪ Report of All College faculty by race/ethnicity and gender, with disability status noted.
<ul style="list-style-type: none"> ▪ Report of Career-Technical faculty, by race/ethnicity and gender, with disability status noted.
<ul style="list-style-type: none"> ▪ Faculty Salary schedules by race/ethnicity, and gender, with notation if employee has disability or limited English proficiency. Feel free to include faculty rank, years of service, or other factors you deem meaningful.
<ul style="list-style-type: none"> ▪ Report of any accommodations made for current employees with disabilities.
<ul style="list-style-type: none"> ▪ **List of all campus facilities, with date constructed, date of last renovation, and a listing of all programs taught in the facility (to be provided at least two weeks prior to site visit).
<ul style="list-style-type: none"> ▪ Evidence of ADA Coordinator activity including, but not limited to memos, emails, flyers, etc.
<ul style="list-style-type: none"> ▪ Documentation of any filed grievances during the past 5 years and their resolution.
<ul style="list-style-type: none"> ▪ Documented complaints by students regarding outside employees during the past 5 years.
<ul style="list-style-type: none"> • List of regular sources for employee recruitment.
<ul style="list-style-type: none"> ▪ List of any tests or special criteria used for employment.
<ul style="list-style-type: none"> ▪ Documented housing complaints during the past 5 years.

**** These documents are to be provided in advance of the On-Site Review.**