# AHEAD 2016 Strategic Leadership Pre-conference, July 11, 2016 Resource Development: Report Template (created by Tom Thompson)

## **Background**: Colleges and universities today are highly conscious of two influences – funds to support education (without raising tuition to high) and improving the persistence and completion of all students, especially the traditionally underserved (racially/ethnically diverse, low income). DRS goals should focus on more than compliance! That goal captures the mind but not the ‘heart’ of higher education.

### Step One: Create data capture systems in your office, i.e. how you keep track of your work, what do you with and for students (and others). Do you have a way to count/track the number of students you work with by semester and annually? Can you disaggregate by type of disability? Can you count/track the number and type of contacts you have with students, the quantity of testing, note taking, e-text and others accommodations/support? Can you track the consultations and training/presentations you make?

1. Start with spreadsheets and move on to a data base. Eventually, you can evaluate moving to a DRS data base such as AIM, Clockwork or SAM.
2. Plan to compare your data over a number of years, i.e. five year cycle.

### Step Two: Gather data to prepare an Annual report and include these elements in the report. As you prepare reports over several years, show multi-year trends. Include these elements:

1. Short narrative summary – highlight your key accomplishments and needs here.
2. Keep it to no more than two pages (front and back of one sheet of paper).
3. Using tables or graphs, illustrate your key facts, i.e. numbers of students served, numbers (types) of contacts, stats on accommodations delivered, training and consultations provided. Minimize narrative here.
4. Include a short story narrative (with student’s permission) that has a photo, a success story and an acknowledged way the campus/DSS contributed to her/his success.

### Step Three: Extract data from your Annual reports and other work you’ve been engaged with recently to send short memos or stories to key decision makers.

1. Create messages to key administrators who need to know about your work: successes and needs, and who can influence decisions that affect your work.
2. Example: a short (one page or less) memo to your boss about your growing need for space to accommodate the grow in testing accommodations; provide stats and explain consequence of not providing secure, accommodated testing.
3. Example: a memo to your boss and other key people who were involved in supporting a student’s success (graduation) that highlights specific contributions made to this student (including a picture and quotes from the student).
4. Example: a short memo to a Dean or Department Chair requesting presentation time and citing the number of students with disabilities enrolled in their area.