

AHEAD Management Institutes Registration Form

February 2 - 4, 2012 • The Sheraton Phoenix Downtown • Phoenix, Arizona, USA

Please complete this registration form and return with payment via mail or FAX to:

AHEAD Management Institutes Registration
107 Commerce Center Drive, Suite 204
Huntersville, NC 28078 USA
FAX: 704-948-7779

Part 1 - Registrant Information:

First Name: _____

Last Name: _____

Job Title: _____

Institution: _____

Department: _____

Street Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Telephone: _____

FAX: _____

E-mail: _____

Part 2 - Registration Information (check one):

I will attend and pay the **AHEAD MEMBER EARLY BIRD** rate of \$289 (for registrations received on or before December 20, 2011)

I will attend and pay the **AHEAD MEMBER REGULAR** rate of \$359 (for registrations received after December 20, 2011)

I will attend and pay the **NON-MEMBER EARLY BIRD** rate of \$389 (for registrations received on or before December 20, 2011)

I will attend and pay the **NON-MEMBER REGULAR** rate of \$459 (for registrations received after December 20, 2011)

*Registration includes all materials, continental breakfasts, and refreshment breaks. Travel expenses, hotel accommodations, and additional meals are not included in the registration fee. Refunds can only be provided for cancellations received in writing before December 20, 2011. A \$75.00 administrative fee will be charged for all cancellations. **We regret that no refunds can be issued after December 20, 2011 for any reason.***

Part 3 - Program Selection

In addition to the Saturday morning plenary program, I am going to attend the following two-day session (select one)

Institute #1: The Institute for New and Newer Disability Resource/ Services Managers

Institute #2: Advanced Topics in DS Management

Institute #3: Cutting-Edge Curricular Accessibility: Multi-Media Instruction and STEM programs

Part 4 - Programmatic Accommodation Information:

Please check here if you will require any disability-related programmatic accommodations for the Institute. A member of the AHEAD conference staff will contact you directly to make necessary arrangements. **The deadline for notifying AHEAD of accessibility requirements is Wednesday, January 11, 2012.**

Part 5 - Payment Information:

Amount Due: \$ _____

Form of Payment Enclosed (check one and provide appropriate information applicable to your form of payment):

Check payable to AHEAD (FEIN# 34-1265325)

Check #: _____

Purchase Order for AHEAD (FEIN# 34-1265325)

Purchase Order #: _____

MasterCard/VISA/American Express/Discover

Account Number (16 digits): _____

Exp. Date: ____/____

Three digit security code: _____

Billing Address for this Credit Card Account

Cardholder's Name (as it appears on card):

Daytime Telephone Number of Cardholder:

Cardholder's Signature:

Remember, register by December 20, 2011 for the very best value! Questions? Call Jane Johnston at AHEAD at 704-947-7779 or contact via email: Jane@ahead.org



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AHEAD Association on
Higher Education
And Disability®

6th Annual Management Institutes

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Institute 1

The Institute for New and Newer Disability Resource/Services Managers

Institute 2

Advanced Topics in DS Management

Institute 3

Cutting-Edge Curricular Accessibility: Multi-Media Instruction and STEM programs

And a Saturday morning plenary session for ALL attendees:
Designing and Managing Services for Veterans with Disabilities in College

The AHEAD Management Institutes offer Disability Resource/Service, and other professionals in higher education in higher education a time- and cost-effective opportunity to come together with colleagues for intensive learning, and study timely issues related to managing disability service and resources in higher education.

Each attendee will:

- Choose one of the three topical tracks to attend all day Thursday and Friday of the Institute.
- Participate in the outstanding Saturday morning plenary event.

Registration fees for the Institute include all instruction, materials, supplies, mid-morning and mid-afternoon refreshment breaks, and continental breakfast each morning.

Institute #1: The Institute for New and Newer Disability Resource/Services Managers

Jean Ashmore, AHEAD; Director Emeritus, Rice University
Carol Funckes, University of Arizona

Thursday, February 2, 2012, 9:00 am – 5:30 pm
Friday, February 3, 2012, 9:00 am – 5:30 pm

Designed for disability resource directors, coordinators and staff members who are new to the field or seeking to refresh their approach, this two-day Institute offers a comprehensive overview of the issues that shape postsecondary disability services in today's changing climate. No longer only a service office for students, the disability resource office is an increasingly vital center of information, collaboration and technical assistance for the campus community. Higher education administrators, faculty and students rely on disability resource personnel to provide effective consultation and services to create inclusive, welcoming campus environments.

Through lecture, discussion and resource sharing, we will explore how legal and philosophical frameworks intersect with the practical realities of working in higher education today and identify opportunities for personal and programmatic growth and innovation. We will discuss strategies for moving our campuses, large or small, private or public, university or community college, beyond a compliance narrative and provide the opportunity for participants to develop a professional network and find confidence in their role as campus leaders. Topics to be covered include:

- The basics of disability service in higher education, including our strong legal foundation, frames of disability, the importance of disability studies scholarship and the emerging body of knowledge and practice related to universal design;
- Best practice approaches to using interview and supplemental documentation as tools in assessing barriers and planning individual strategies; to designing and coordinating services; and to consulting and collaborating with campus colleagues;
- Strategies for developing and refining mission and vision and for engaging in strategic planning to frame the institution-wide role of the disability resource office, whether that "office" is one person doing the work in combination with other responsibilities or a large staff of professionals;
- Campus training and outreach: collaboration, consultation, and institutional advocacy and leadership;
- Office management: record keeping, resource management, staff development, and program review and assessment.

Institute #2: Advanced Topics in DS Management

Thursday, February 2, 2012 9:00 am – 5:30 pm
Friday, February 3, 2012 9:00 am – 5:30 pm

Day 1: Advancing Access for Everyone: A Strategic Planning Process in Support of the Social Justice Model
Susan Aase, University of Minnesota
Donna Johnson, University of Minnesota

Discover the tools to engage in a guided and purposeful strategic planning process resulting in the identification of mission, vision, and values statements and a strategic plan, consistent with the social justice model to inform service delivery, collaborations, and partnerships.

Over the past two years Disability Services at the University of Minnesota has participated in a guided and purposeful strategic planning process resulting in the identification of new mission, vision, and values statements, consistent with the social justice model. The resulting strategic plan now informs the office's service delivery, collaborations, and partnerships on its university campus. The planning process and the strategic plan, including identified "bold steps" and action items developed to support the plan, and their outcomes will be presented. Participants will also have the opportunity to learn about what has been helpful in the strategic planning process, along with the challenges. Through lecture, active participation/experiences, and actual examples of initiatives and materials, participants will take away useful information and practical suggestions in support of a strategic plan for services, initiatives, events, collaborations and partnerships, and capacity building on their respective campuses.

Topics to be covered include:

- Key components of an effective strategic planning process;
- Development of a guided strategic planning process;
- Mobilization and inclusion of disability services staff and key stakeholders/partners in the process; and
- Multiple actions steps including specific activities, initiatives, collaborations, campaigns and promotional materials to operationalize a strategic plan.

Day 2: Expanding the DS Manager's Toolkit: Program Assessment and Complex Student Scenarios
Kristie Orr, Texas A&M University

Throughout higher education, more emphasis is being placed on measuring the effectiveness of the services provided. Without a background in assessment, it is often hard to know where to start in planning for assessment. This presentation will focus on explaining the components of an effective assessment plan. Many methods of assessment will be discussed, as well as examples from the presenter's assessment plan.

Topics to be discussed in this morning session include:

1. Development of goals that support the mission statement
2. Development of learning outcomes and program outcomes
3. Authentic methods of assessment
4. Using university resources for support

The majority of the session will be spent in an interactive discussion with participants concerning multiple methods of assessment beyond pencil and paper (or web based) satisfaction surveys and how to meet requirements for developing and maintaining an assessment plan for their office.

(Institute 2, continued)

After lunch, we'll further expand your toolkit by looking at promising practices in addressing complex student scenarios. Current data point to the ever expanding population of students with non-apparent disabilities in the college setting.

People are surviving acquired disabilities to a greater extent and living with chronic conditions that formerly excluded them from college and careers. With this come some challenges for the DS manager who needs to assist in finding appropriate and effective accommodations that squarely impact programmatic aspects of courses and academic majors.

Together we'll look at ways to "deconstruct" courses and programs with the help of faculty to identify essential components of individual classes and programs, and then "rebuild" them with accommodations and universal design components to foster full student participation. We'll explore confidentiality issues, policies and whole-campus strategies.

OVERALL SCHEDULE OF EVENTS

Thursday, February 2, 2012

8:00 am – 9:00 am	Continental Breakfast* Registration
9:00 – 10:30 am	Content Session 1
10:30 – 10:45 am	Refreshment Break*
10:45 am – 12:30 pm	Content Session 2
12:30 – 2:00 pm	Lunch on Your Own
2:00 – 3:30 pm	Content Session 3
3:30 – 3:45 pm	Refreshment Break*
3:45 – 5:30 pm	Content Session 4

Friday, February 3, 2012

8:30 am – 9:00 am	Continental Breakfast*
9:00 – 10:30 am	Content Session 5
10:30 – 10:45 am	Refreshment Break*
10:45 am – 12:30 pm	Content Session 6
12:30 – 2:00 pm	Lunch on Your Own
2:00 – 3:30 pm	Content Session 7
3:30 – 3:45 pm	Refreshment Break*
3:45 – 5:30 pm	Content Session 8

Saturday, February 4, 2012

8:30 am – 9:00 am	Continental Breakfast*
9:00 – 10:30 am	Designing and Managing Services and Programs for Student Veterans w/ Disabilities
10:30 – 10:45 am	Refreshment Break*
10:45 am – 12:30 pm	Session Continues

*Included with registration

Institute #3: Cutting-Edge Curricular Accessibility: Accessible Video and STEM programs

Ron Stewart, AHEAD

Thursday, February 2, 2012 9:00 am – 5:30 pm
Friday, February 3, 2012 9:00 am – 5:30 pm

Accessible Video: Techniques, Tools, Strategies, and Solutions
Creating accessible video is often viewed as a difficult, hands-on process, requiring specific skills and technologies. By identifying the proper tools and refining video production processes, it is possible to integrate accessibility into media presentations. As video becomes an ever increasing delivery format, it is necessary that institutions are familiar with the appropriate technologies available to address captioning and audio descriptions for their video productions.

Strategies for Math and Science Accessibility

While it is possible to create and present mathematical expressions in a digital format, there are few methods for ensuring the accessibility of science, technology, and math (STEM) content for students using alternate formats or assistive computer technologies. Authoring math and science content into formats usable by students with disabilities requires knowledge of different math authoring tools, the limitations of conversion, and the capabilities of student to use different formats in conjunction with assistive computer technology.

The goal of this institute is to review various alternate media workflows that support the creation of accessible STEM content as well as the tools available to students in which to interact with such material. This institute will also review the use of different math authoring applications, including the Infty Editor and Reader tools, MathType and MathDAISY, and plug-ins for MS Word supporting the creation of DAISY materials.

SATURDAY SESSION: Designing and Managing Services for Veterans with Disabilities in College

Micaela Black, VetSuccess on Campus Coordinator

Saturday, February 4, 2012: 9:00 a.m. – 12:30 p.m.

The ever-increasing number of military veterans on college campuses is about to become larger with the down-sizing of troops in Iraq. It's become common knowledge that veterans who have survived war injuries and are now living with acquired disabilities are part of this population. Efforts have been made to adapt existing campus student services to address the needs of these students, though many continue to avoid seeking assistance from traditional Disability Service offices.

Our speaker, who has a degree in Rehabilitation Counseling and experience in disability, heads one of the new campus-based VetSuccess centers, a national program supported through a collaboration of the Department of Vocational Rehabilitation and the Veteran's Administration. She will outline the goals and functions of VetSuccess and offer perspectives and strategies to help DS and Student Affairs better serve this student population through existing campus departments and programs.

HOST HOTEL

All housing and events associated with the 2012 AHEAD Management Institutes will be held at the Sheraton Phoenix Downtown Hotel. Located just minutes from the Phoenix Sky Harbor International Airport (PHX) and adjacent to the convention center, the hotel is also steps away from many dining, culture, and entertainment options for an easy transition from your long day of learning to a nice evening of relaxation. We know you will enjoy your time in this wonderful oasis while you learn a lot, and meet great colleagues!

AHEAD has secured sleeping rooms for Management Institute Attendees at over 50% off the hotel's standard rate. **The room rate for AHEAD attendees is \$159 + tax per night for a single or double room. Reservations must be made by calling the hotel's toll-free reservation line directly at: 1-866-837-4213, and asking for the "AHEAD Group Rate," before January 11, 2012.**

Sheraton Phoenix Downtown
340 N. 3rd Street
Phoenix, AZ 85004
Phone: 602-262-2500
www.sheratonphoenixdowntown.com

Institute Faculty

Susan A. Aase

As Outreach Coordinator for Disability Services at the University of Minnesota, Ms. Aase, J.D., coordinates: 1) outreach efforts to colleges, departments, and coordinate campuses of the University of Minnesota; 2) training of faculty, staff and students; 3) consultation; and 4) the development of collateral materials, partnerships, and opportunities for collaboration. She also provides leadership and support for the University of Minnesota's Office for Equity and Diversity and serves as one of its training team members. Prior to rejoining Disability Services in 2009, Ms. Aase practiced law for 10 years, doing both litigation and transactional work in Minneapolis and Washington, D. C.

Jean Ashmore

Jean, the Emeritus Director of Disability Services at Rice University, a private, liberal arts institution, established and led the department for 13 years. She currently serves as AHEAD's President, having spent two terms as an elected member-at-large on the AHEAD Board of Directors, and is an independent disability consultant.

Micaela Black

Micaela Black is a Rehabilitation Counselor for the Department of Veterans Affairs in Providence, RI. She has worked in the private rehabilitation setting and also with state vocational rehabilitation before joining the VA in 2008. Micaela is well versed in counseling skills, Veteran readjustment difficulties, Post Traumatic Stress, Traumatic Brain Injury, career counseling services, labor market trends, and the overall affects of disability on life, school, and work.

Since joining the VA, Micaela has been the Operation Enduring Freedom / Operation Iraqi Freedom (OEF/OIF) Liaison, the Seriously Injured Liaison, and the Women Veterans Outreach liaison for the Providence VA Regional Office. She is also an active participant in the Returning Veterans Interdisciplinary Task Force, which meets monthly at the Providence VA Medical Center. Additionally, Micaela works closely with the Returning Veterans Clinic at the VA Medical Center (attending the clinic weekly), the PTSD Clinic, and the RI National Guard Yellow Ribbon program as part of her initiative to provide outreach services for Veterans, Service Members, and their families in Rhode Island.

In 2010, Micaela was selected to participate in a new program within the VA, the VetSuccess on Campus (VSOC) program. In October of 2010, she began working at the Community College of Rhode Island (CCRI) and Rhode Island College (RIC) as part of VSOC. Since that time, the program has gained much notoriety in Rhode Island and nationally with tremendous support from the student Veterans, the schools, as well as the VA.

REGISTRATION INSTRUCTIONS

To register for the 2012 AHEAD Management Institutes, please complete the registration form included here, and return with payment or purchase order on or before January 21, 2012 to:

AHEAD Management Institutes Registration
107 Commerce Center Drive, Suite 204
Huntersville, NC 28078
or FAX to: 704-948-7779

**Register by December 20, 2011
for the very best value!**
Questions? Call AHEAD at 704-947-7779

CRCC CEU's will be available
for this training event.

Carol Funckes

Carol is the Associate Director of Disability Resources at the University of Arizona, a large public institution, where she has worked for over 30 years. She is a past President of AHEAD, the Chair of AHEAD's new Standing Committee on Professional Development, and was a trainer for the federally-funded ShIFT grant and an Advisory Board member for PEPNet West. Both are recipients of AHEAD's Blosser Award, have been frequent, well-received presenters at national and international conferences, and have worked as external reviewers for DS offices on postsecondary campuses.

Donna Johnson

As Director of Disability Services at the University of Minnesota, Ms. Johnson oversees services for more than 2000 graduate, professional, and undergraduate students with disabilities as well as services for more than 950 faculty and staff with disabilities. Since assuming the role of director in 2009, Ms. Johnson has led the strategic planning effort for one of the largest disability services offices in the nation. Ms. Johnson is a former Senior Research Fellow for the National Center on Secondary Education and Transition (NCSET), through which she has co-led the development of the National Alliance for Secondary Education and Transition (NASET) and facilitated the development of its Transition Toolkit, co-led the National Leadership Summits with representatives from 50 states and US territories, managed Capacity Building Institutes and national teleconferences, and facilitated the U.S. Department of Education's Exiting Community of Practice.

Kristie Orr

Kristie is the Director of Disability Services at Texas A&M University and has worked in Disability Services for 13 years. Kristie has her M.Ed. in Counseling, Clinical, and School Psychology from the University of California at Santa Barbara and her Ph.D. in School Psychology from Texas A&M University. She has presented at many state and national conferences including AHEAD and AHEAD in Texas on the millennial generation of students, working with student organizations, and assessment (the last two years at the AHEAD conference).

Ron Stewart

Ron Stewart works in a variety of paid and voluntary capacities. He is the Technology Advisor to AHEAD, Chairs the AHEAD E-Text Solutions Group and sits on the NIMAS Standards Board. He was the driving force behind the founding of the Access Technologist Higher Education Network, and is its President. Ron currently works as the Access Technology Instructor/Training Specialist for the California Community Colleges, High Tech Center Training Unit.