



**Carleton**  
University



DAVID C. ONLEY INITIATIVE  
INITIATIVE DAVID C. ONLEY

DCOI 2.0  
Readiness  
Assessment  
Completion Guide

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## Purpose

The David C. Onley Initiative (DCOI) 2.0 Readiness Assessment is designed to evaluate your institution's level of readiness to implement the DCOI suite of strategies to increase employability and outcomes for students with disabilities. Included in this assessment are questions about psychological factors (e.g., openness to change) and questions about structural factors (e.g., policies currently in place) that will support successful implementation of the DCOI activities.

## Structure of the Readiness Assessment

The Readiness Assessment is comprised of three parts. In Part 1, you will be asked general questions about your institution.

In Part 2, you will be asked more specific questions related to the readiness of your institution to implement the DCOI strategies. Some of the questions in Part 2 are forced choice questions that will ask you to rate your institution using a scale. Other questions in Part 2 will ask you to provide information or examples using narrative text.

In Part 3, you will be asked to complete a checklist that will provide us with a snapshot of the resources, capabilities, and pre-existing commitments that are currently in place at your institution.

Please read through the "Instructions" section below prior to completing the Readiness Assessment.

## Preparation

The Readiness Assessment is designed to assess institutional levels of readiness to implement the DCOI strategies. We want to ensure that your responses truly reflect your institution's level of readiness. For this reason, the instrument must be completed by a **team** of individuals with a combination of experience and knowledge of the institution. This will allow for a more fulsome and accurate assessment of your institution than could be achieved by any single individual.

### Assembling Your Completion Team

We understand that offices and roles vary from one institution to the next. We recommend creating a **Completion Team** to review the instrument and discuss how each item should be answered. This will increase the likelihood that your responses reflect the institution as a whole and not just one person's opinion. Please include at least one representative from each of the following groups in your completion team:

#### Disability Services Personnel

An individual who works in the disability/accessibility office at your institution. If your institution does not have a dedicated disability/accessibility services office, consider including a staff member who provides services to students with disabilities (i.e., someone who coordinates academic accommodations). Ideally, the person selected will have some project or policy management experience.

#### Career Services Personnel

An individual who works in the career services office of your institution. If your institution does not have a dedicated career services office, consider including a staff member who provides employment support and career-related services to students (i.e., someone who coordinates co-op placements, offers career

counselling, or oversees career events, such as job fairs). Ideally, the person selected will have some project or policy management experience.

#### Senior Leadership Personnel

Someone within the senior leadership of the institution who has experience procuring and overseeing external grants and partnerships with other post-secondary or community institutions. Ideally this person will also have a solid understanding of the student services within the institution.

#### Additional Consultations

Although we have highlighted three key areas, we encourage you to include, or consult with, additional individuals and/or offices, as needed. These individuals do not need to be listed as members of the Completion Team.

#### Getting Ready

We suggest reviewing the questions prior to providing your responses. Consider scheduling a time when the Completion Team can meet virtually or in-person to read through the questions together. Take some time to identify where there is shared understanding and where perceptions and experiences diverge. An initial review will also allow you to highlight questions that require additional information from other sources or offices on your campus.

## Completing the Form

Once you feel confident in your ability to answer the questions accurately, we suggest meeting again as a team to complete the assessment tool together.

All responses must be entered into the form using the unique URL that was sent to your institution. As you complete the online form, your responses will be automatically saved. You can move forward and backward between pages and can even close your browser so that you can resume at a later time.

#### Submitting the Form

When you are satisfied with your responses, navigate to the last page of the Readiness Assessment and submit your responses. Please note, once you submit your Readiness Assessment, you will not be able to access the instrument again.

## Useful Definitions

**Career services:** Services for post-secondary students that are designed to support their immediate, mid-range, and long-term career goals. Examples of career services include resume reviews, job interview preparation, facilitating co-op work terms, and career counselling.

**Completion Team:** The team of institutional personnel assembled to complete the Readiness Assessment Instrument.

**David C. Onley Initiative (DCOI):** A strategic impact initiative carried out by four Ottawa-area post-secondary institutions with the goal of improving long-term employment opportunities and outcomes for students with disabilities.

**Disability/accessibility services:** Services for students with disabilities or accessibility needs that are designed to facilitate their full participation in the academic (and perhaps non-academic) aspects of post-secondary education.

**Employment pathways:** Avenues that students follow to reach meaningful employment and careers. Examples include co-op work terms, internships, and part-time employment. May also be referred to as “pathways to employment.”

**Students with disabilities:** Post-secondary students with lived experience of both visible and invisible disability.

## Additional Support

If you have questions or concerns about the Readiness Assessment Instrument, or how to complete it, please contact Andy Thompson at [dco@carleton.ca](mailto:dco@carleton.ca)