AIM User Group & Discussion

AHEAD in Texas Conference
Tuesday, March 28, 2023
8:45 - 10:15 am

Session Abstract

An opportunity for campuses that currently use (or are considering using) the Accessible Information Management (AIM) software system to share and collaborate on strategies and tips for how to best utilize the AIM system.

- Session Facilitator: Tracey Forman, Texas A&M University - College Station

Planned Session Outline

1. **Introductions or participants**
   a. Name, Institution, Role
   b. Does your campus use AIM?
      i. If yes:
         1. When did your campus begin using AIM? How long have you be using it?
         2. What is your role - admin, staff user, specialist in specific AIM module(s)?
         3. If you are not the admin, who is/are the primary AIM contacts at your institution?
      ii. In no:
         1. What are your goals in joining this session discussion (deploying soon, considering AIM, etc)?
   b. What are you hoping to gain from this AIM User discussion session?

2. **Brief overview of AIM and the various modules.**

   a. AIM is a third party web application (software) used by some disability resource offices for data management and to facilitate specific accommodation functions.
      i. Vendor website: https://www.accessiblelearning.com/

   b. AIM Modules/Features

      i. New Student Application
      ii. Student Profile
      iii. Alternative Testing
      iv. Managing Student Accommodations
      v. Reports
      vi. Additional Documentation
      vii. Additional Faculty Notifications
      viii. Bulk Email
      ix. Templates (eForms)
      x. Alternative Formats
      xi. Templates (Custom Documents)
      xii. Employee Case Management

xiii.   Instructor Portal
xiv.   Appointments
xv.   Notetaking Services
xvi.   Assistive Technology Profiles
xvii.   Information Release Types
xviii.   Manage Equipment
xix.   Templates (Agreement with Instructors)
xx.   Templates (Sign Up)
xxi.   Liaison Reports
xxii.   I Am Here Controls
xxiii.   Housing
xxiv.   Class Instruction Templates
xxv.   Communication Access
xxvi.   Others modules/features that you use?

3. Potential Discussion Topics

a. What other data management programs has your current campus used (or have you used at different campuses)?
   i.   Symplicity Accommodate
   ii.   Student Accommodation Manager (GaTech)
   iii.   Microscience Clockwork Enterprise
   iv.   Home grown web application/software
   v.   Spreadsheets, custom databases or other?
b. Why did your campus move to AIM (or why are you considering using AIM)?
c. Implementation/configuration advice
d. Testing Agreement
e. New Student Application
f. Reporting
   i.   Which AIM reports are most useful to you?
   ii.   How do you count and report student and accommodation data with AIM?
g. Challenges & Successes
h. Information about modules not as commonly used

(We will decide as a group which ones to address based on interest of the attendees)

4. Resources

a. AIM Online Manual
b. AIM Users Google Group and Shared Google Drive
c. Others?

5. Potential Goals/Outcomes

a. Developing a community of peers to consult with about AIM
b. Anyone interested in setting up an on-going time to meet (monthly/semesterly?) so we can share tips and best practices for utilizing AIM?

AIM Users in Texas

Institution	Contact(s)	Deployed
Angelo State University	Dallas Swafford	2018
Collin College	Marilyn Harren, Jessica Haapala, Mariana Sanchez, Emily Bristow, Cynthia Maese	2018
Grayson College		
Lone Star College	Alicia Guevara and Cicely Williams	2020
Midwestern State University	Debra Higginbotham, Kristin Grassi	2015
South Plains College	Dawn Valles	
Stephen F. Austin University	Tiffany Rivers	2018
Tarleton State University	Liz Gorman	2023
Texas A&M University - College Station	Tracey Forman (Primary, Notetaking), Maria Ortega (Secondary, Testing), Justin Romack (AF, Equipment)	2021
Texas A&M University - Commerce	Alexis Duggan	2018
Texas A&M University - Kingsville		
Texas A&M University - San Antonio	Samantha Broughton, Sherry Patrick	2020
Texas State Technical College	Lori Gonzalez	2023
Texas Tech University	Larry Phillippe	
Texas Woman's University	Crystal Hill	
Trinity University	Laura Ramsey (All) , Ashley Allen (Alt Testing)	2021
University of St. Thomas	Angie Maxey	2022
University of Texas at El Paso	Angelica Martinez	
UNT Health Science Center	Brandie Wiley	
UT Rio Grande Valley		
UT Arlington	Cynthia Lowery (Primary), Elvira Smith (Secondary), Erika Wise (Testing)	2012
UT San Antonio		
University of Houston - Downtown		