



Center for Accessible Resources

Faculty Newsletter Winter 2017

Welcome back staff, faculty and students! We would like to thank all of you for helping make Lane accessible to students with or without disabilities, hidden or visible. This newsletter addresses common concerns and frequently asked questions; see Center for Accessible Resources (CAR) staff and the CAR website for more!

In this issue we cover:

- Over or independently accommodating students: When good intention lead to problems
- New modified attendance accommodation
- Service animals: FAQs
- Changes to accessible parking
- Reminders: ADA chairs in offices, website updates, Weekly tips and more!

How do I help a student with Disabilities with additional accommodations?

Most faculty members in higher education are aware of the legal and educational mandate for students with disabilities through academic accommodations. However sometimes issues can arise from faculty's good intentions that can get them and the institution into trouble.

Lane Community College has established clear procedures as to who holds the documentation of disability, what steps a student must take to receive disability-related accommodations, and how that information is communicated to faculty.

Regardless of why students choose to go this independent route of securing academic accommodations (advocating and communicating with the faculty directly and independently to determine their accommodations), the faculty member who agrees to disregard institutional procedure puts themselves and the institution at risk!

Examples include:

- If the faculty member agrees to provide one accommodation but not another and later the student maintains that he/she was not appropriately accommodated, it is the faculty member who could be held responsible for violating this student's civil rights.
- The faculty member agrees to provide accommodations for a student with one type disability (possible because they are familiar with the disability, they feel the student's disability is obvious or they do not see the accommodations as a big deal) sends a student with a different type of disability to CAR (for whatever reason) to follow the

official process could be opening himself/herself up for charges of discrimination, intimidation, or harassment.

- Faculty members who accept documentation directly to them may gain access to confidential information.

For all these reasons, it is important for faculty not to be drawn into the collection of disability documentation or the decision-making regarding accommodation. All disability related inquiries should be directed to CAR and accommodations given should be strictly those outlined on the official CAR Letter of Accommodation.

If a faculty member believes that the accommodations listed do not appropriately accommodate the student or the student is asking for additional or alternate academic accommodations the faculty is advised to direct the student to or contact CAR directly.

For more info see: <https://www.lanecc.edu/disability/letter-accommodation-loa>

New Modified Attendance Accommodation

CAR is implementing a new Modified Attendance Accommodation and agreement. Implementation will begin for the Spring 2017 term. We are still in the process of finalizing the process and receiving feedback from department deans.

This is a new online document that faculty will be asked to complete in the beginning of each term for CAR students who are approved for and requesting modifications of attendance due to a disability. This document will provide the student clear expectations for the course. It will also allow the student information early in the term if this course will lend itself to their current needs.

CAR will continue the process of evaluating the student's disability-related documentation and verify if the student is eligible to request modified attendance. After that has been completed, the faculty will receive a link to the online agreement. (Much like the testing agreements)

We would emphasize this agreement **doesn't** require the faculty to approve modification in their class attendance but allows them to determine if modification to this class would threaten the integrity of the course. This form also provides a platform to start the conversation between the instructor and student and provides clear parameters/expectations.

CAR staff will continue to be available to consult with instructors on issues concerning disability related attendance and can facilitate the completion of the "*Modification of Attendance Agreement*" once it is finalized.

Service Animals

Fall term brought about an increase in questions about Service Animals. Here are some frequently asked questions that have come up:

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Does the service animal need to be on a leash?

- Not required but handler must have control of service animal at all times.

Can I ask questions about the service animal?

- College faculty and staff may only ask whether the service animal is required due to a disability and what work the animal is trained to perform. No other questions can be asked or proof of disability or training can be requested.

Does the service animal need some kind of identification (a vest, ID badge, etc)?

- Not required but recommended.

Does the handler need to carry proof the animal is trained?

- No documentation is required.

What types of behavior is expected of the animal?

- The animal must behave appropriately, not block doorways or aisles, not pose a threat and be under full control of the handler.

What if I have allergies to the animal?

- An individual's allergies cannot supersede the individual's legal right to have their service animal. If the person with allergies needs accommodations (for example: if a simple temporary seating arrangement does not resolve the situation), contact CAR (for students) or HR (for employees) for assistance.

For complete information on Service Animal policies, please visit:

<https://www.lanecc.edu/copps/documents/disabilities-service-animals>

Changes to Accessible Parking

As construction projects wrap up and as a result of the recent OCR compliance visit there has been (and will be more) changes made to the location of accessible parking spaces. Visit the interactive map for complete information on the location of accessible parking:

<https://www.lanecc.edu/disability/campus-accessibility>

Reminders!

ADA chairs in offices

ADA chairs are identified by gold spray paint on the base of the chair. These chairs can come in all shapes, sizes and colors.

Many ADA chairs have gone missing and some have been located in staff offices. These may have been there for a while, before your tenure or been placed there without knowledge that it was an ADA chair or maliciousness. However, please check your office and if you have one of

these chairs contact facilities or CAR to arrange for a replacement. If ADA chairs are found in offices that are not HR placements for employee accommodations they will be removed.

Please do not remove any ADA chairs from classrooms, resource centers or other locations. These have all been placed for specific students and some locations may have multiple due to several students needing them for one specific class period or time.

Please visit our website often!

We update our website often; see: <https://www.lanecc.edu/disability/> Click the “Faculty” link on the left menu bar where you’ll find prior newsletters, tips, accessibility statements, LOA info, and strategies for working with universal design, FAQs and more.

Weekly Tips in the Lane Weekly

Do you read the *Lane Weekly* emailed each Tuesday? If so, you’ve probably read some of our tips! Watch for upcoming tips. Here’s a great one: Making the new term accessible

It’s important for every student to be able to read and understand all course materials! When preparing for the upcoming term, take the time to make your coursework as accessible as possible. It only takes a minute to make these easy changes, it makes the term easier for everyone! Making these changes now ensures that you won’t have to make changes later in the term to accommodate students with disabilities, saving time for everyone. Some strategies include:

- Using or selecting instructional videos that already have closed captioning so that all students can understand the information being processed
- Making all handout text Arial font, at least 12pt and easy to read
- Providing printed copies of overheads and slides and upload copies to Moodle
- and including image tags for pictures in online documents.

Visit our webpage on making course material accessible for more information.

<https://www.lanecc.edu/disability/making-course-material-accessible>

For more info visit: <https://www.lanecc.edu/disability/information-faculty-student-accommodations>

Contest

If you have read this document please email AccessibleResources@lanecc.edu with your feedback. If you do you will be entered into a prize drawing. The winner will be announced in

the Lane Weekly on Tuesday, January 17th. All entries are due by 5:00pm on Thursday, January 12th.

How to Contact CAR Staff

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To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.