



Faculty Newsletter Winter 2018

Center for Accessible Resources

Faculty Newsletter Winter 2018

Welcome to the Winter 2018 Term! CAR would like to thank you for helping make LCC accessible to all students, with or without disabilities, hidden or visible. This newsletter addresses common concerns and frequently asked questions. Contact CAR or visit our website for more.

In this issue we cover:

- Feature: Working with Students on the Autism Spectrum
- Provision of Student Accommodations
- Technology Support for Students
- Consideration Modified Attendance/Assignment Due Dates
- CAR's Working Mission and Philosophy
- Reminders: Technology Workshops, Faculty Webpage, and more!

Feature: Working with Students on the Autism Spectrum

The population of students on the Autism spectrum in college is growing. It is estimated that anywhere from 16,000 to 100,000 students in college land somewhere on the Autism Spectrum. Only about a third of these students graduate college. There are many things faculty and staff on a college campus can do to help these students be successful. Below are some common behaviors displayed by those on the Autism Spectrum, and tips for faculty in working with these students.

Common behaviors:

- Individuals may process information in distinct ways, and may experience difficulties with verbal and nonverbal communication and social interactions.
- Individuals may have difficulty distinguishing between less important information versus significant items.
- Individuals are typically concrete and/or visual thinkers.
- Individuals may be literal and feel challenged by sarcasm, abstract concepts, and different perspectives.

How these common behaviors may present in the classroom:

- Individuals may desire very specific instructions.
- Individuals may be challenged by vague or flexible tasks.
- Individuals may experience stress managing social aspects of class such as presentations, group work, or being critiqued.

Tips for working with students on the Autism Spectrum:

- Be patient in conversations with students.
- Give students a heads up about any changes that may be happening that are unexpected in the classroom.
- When possible, include detailed definitions and policies in your syllabi and course instruction.
- Many are visual learners, so pictures, flow charts, and graphs may be helpful.
- Help students find roles that will be comfortable when working in groups (i.e. doing background research or putting together the Power Point).
- Suggest possible resources to students such as the Tutoring Center or CAR.

View the following CAR handout for more information:

https://www.lanec.edu/sites/default/files/disability/working_with_asd_students.pdf

Provision of Student Accommodations

Many questions can arise when it comes to the provision of academic accommodations for eligible students. CAR would like to outline some reminders helpful to faculty when working with CAR and supporting these students.

CAR's Process:

There are a few steps students must complete to be eligible for services through CAR. CAR collaborates with each student to tailor the process of receiving accommodations and identifies which accommodations will be most useful in response to their needs.

The following are the necessary steps taken by students to utilize accommodations:

1. Submit a CAR application
2. Submit Medical Documentation - Medical documentation is used to match each student with the accommodations that will help them be successful. It is in no way meant to "prove" disability status, but simply to help determine the correct accommodations.
3. Attend a Student Interview - During the student interview, the student and their CAR accommodation specialist will identify the academic accommodations the student is eligible for. The student will also learn about CAR procedures and resources.
4. Request Accommodations - Each term, students need to request their accommodations online for each class. This includes requesting each test.

If you have any questions or concerns regarding this process, please contact CAR.

Medical Documentation

If a student approaches a faculty member and attempts to give them medical documentation to support their request for accommodations, they should refer the student to CAR and not accept the documentation. If a student wishes to use academic accommodations, they must follow college procedures by completing the CAR

application, intake appointment, and submission of medical documentation for review and accommodation assessment. Accommodations can only be used if a student has completed this process.

Non-Negotiation of Accommodations

While students and faculty are encouraged to discuss how the student's accommodations will be facilitated in a particular course, all negotiation and determination of student accommodations is done by CAR. If students attempt to contact you regarding initial or additional accommodations, please direct them to CAR.

Retroactive Accommodations

Accommodations are not retroactive and can only be used if a student has completed the CAR process. Accommodations in courses are set from the time the faculty member receives the Letter of Accommodation (LOA) for the specific course.

The Letter of Accommodation (LOA)

The LOA is confirmation for faculty members that a student has completed the eligibility/registration process with CAR. LOAs are sent out electronically every term by CAR, and are the official record of what accommodations the student is eligible for.

Please use the LOA assigned to the class CRN only. If a student has the same faculty member for multiple courses, faculty must use the LOA assigned to each specific course. Old or paper copies of a student's LOA should not be used as accommodations may vary for different terms and classes.

LOAs can only be sent to a faculty member's @lanecc.edu email address, due to the nature of the communication and FERPA. Please ensure proper delivery by setting your @lanecc.edu email as your primary email address in Banner. For help troubleshooting your email, please visit: <https://www.lanecc.edu/disability/troubleshooting-automated-communications> or contact CAR.

If you have any questions regarding provisions of accommodations for specific students, please contact their Accommodation Specialist. Visit our web page to find out how to locate their contact information: www.lanecc.edu/disability/letter-accommodation-loa

Also, find more CAR information on the Faculty section of our web page: www.lanecc.edu/disability

Technology Support for Students

CAR has been working to implement a new resource for students surrounding the topic of technology. CAR students are able to utilize CAR's new Technology Center for support and resources regarding their accessible technology. In this Technology Center staff work with students to provide support on a variety of items such as Smart-Pens, audio recorders, speech-to-text software, and using their accessible technology with programs like myLane and Moodle. CAR students can also utilize this space as a quiet study area or an area to use technology such as speech-to-text.

In addition to this service, any student who is made eligible for an “Audio Record Lectures” accommodation through CAR must attend a mandatory technology orientation. In this orientation, they will learn about the different options for audio recording and how to use this technology.

The mandatory technology orientation and Technology Center help to reduce barriers students may face when using accessible technology as well as offers added academic support. More than 70 students utilized these resources during the Fall Term and we would love to see these numbers grow.

During the Winter 2018 term, CAR students are welcome to come to CAR’s Technology Center in **Building 19, Room 263B from 10:00 to 2:00, Monday through Friday**, no appointment necessary! Please assist CAR in spreading the word about this resource for students and please feel free to contact us if you have any questions.

Consideration of Modified Attendance/ Assignment Due Dates

CAR has been working to update our process for an accommodation called Consideration of Modified Attendance/ Assignment Due Dates. After the Fall Term, there have been a few more updates to make this process as smooth as possible for faculty and students.

Faculty will now receive an electronic link to fill out the accommodation agreement. There will be information on the agreement about determining the modifications that would be appropriate for the specific course. CAR is asking faculty to specify the modifications that would be permitted for this accommodation *beyond* what the rest of the class is allowed. The agreement should reflect the modifications that would be permitted for any student in the course who is eligible for this accommodation, and should not be based on any specific student. In order to better facilitate this process, the individual student is no longer required to meet with their faculty member to fill out this agreement together.

Once the agreement is filled out and reviewed by CAR staff, it will be finalized and sent back to the instructor of the course and any students in the course who have the accommodation. If faculty have any questions or concerns about the agreement or this process, you can contact CAR.

CAR staff want to ensure that we support faculty members in providing this accommodation and in protecting the integrity of your courses.

CAR’s Working Mission and Philosophy

CAR’s Mission Statement: The Center for Accessible Resources’ (CAR) mission is to provide equal access and reasonable accommodations that allow students to be active participants in the LCC community. CAR strives to promote student independence and resilience, and to foster and aide students in improving their self-advocacy skills. CAR partners with the LCC campus community to provide education, resources, and support

through increasing awareness of accommodations, and promoting universal design and inclusive environments.

The philosophy in the CAR Department is represented well in this video:

<https://www.youtube.com/watch?v=9s3NZaLhcc4>

Reminders!

Updated Faculty Web Page

CAR recently updated the Faculty section of our webpage. There is now more information and added resources for faculty. Please visit the newly designed Faculty webpage! www.lanecc.edu/disability

Invisible Disabilities Support Group

CAR will continue to offer a support group for students who are impacted by an invisible disability. Please help us spread the word about this resource for students. To find out more about this, please contact Michele Barber, CAR counselor, at (541) 463-5150 or email her at barberm@lanecc.edu These will be held on **Thursdays from 12:00 – 1:00 PM in Building 1, Room 212.**

CAR Technology Lab

During the Winter 2018 term, CAR students are welcome to come to CAR's Technology Center no appointment necessary! Please assist CAR in spreading the word about this resource for students and please feel free to contact us if you have any questions. **Drop in hours are Monday – Friday, from 10:00 AM – 2:00 PM in Building 19, Room 263B.**

Counseling for CAR Students

As a reminder, CAR has been offering students who utilize our services access to a counselor in our office. The CAR counselor assists our students with a wide variety of topics such as test anxiety, time management, organization, and anxiety from past situations. If you have any questions regarding counseling for CAR students, please feel free to contact Michele Barber at barberm@lanecc.edu or call us at (541) 463-5150.

Please visit our website often!

We update our website frequently; see: www.lanecc.edu/disability/ Click the "Faculty" link on the left where you will find accessibility statements, LOA information, and more.

CAR Tips in the Lane Weekly

Do you read the *Lane Weekly* emailed each Tuesday? If so, you have probably read some of our tips. Keep watching for upcoming tips that could be helpful to you. Below is an important one:

Referring Students to CAR:

Referring Students to CAR: When students are having difficulties in your course, but it is unclear if they have a disability, it is important that faculty do not assume or ask the student directly if they have a disability. The following handout provides examples of how to suggest CAR to students:

www.lanec.edu/sites/default/files/disability/tipsforsuggestingcar.pdf

Contest

We want to hear from you! Once you have read this newsletter, please email AccessibleResources@lanec.edu with your feedback. When you do, you will be entered into a prize drawing. The winner will be announced in the *Lane Weekly* on January 23. All entries are due by 5:00 pm on January 19.

How to Contact CAR Staff

Phone: Voice, (541) 463-5150

TTY: 711

FAX: (541) 463-4739

Email:

AccessibleResources@lanec.edu

Renee Mackey, Lead Project
Coordinator

Phone: (541) 463-5662

Email: mackeyr@lanec.edu

Terrie Minner, Associate Dean
of Accessibility and Support

Phone: (541) 463-5150

Email: minnert@lanec.edu

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