



Center for Accessible Resources

Faculty newsletter spring 2016

Center for Accessible Resources (CAR)

The Center for Accessible Resources (CAR) welcomes faculty and students back to campus! CAR is grateful for the role LCC faculty play in promoting access for students with disabilities. CAR appreciates faculty commitments to creating an accessible learning environment where individuals with disabilities have an equal opportunity to achieve their academic goals. As faculty members continue to empower students with disabilities, CAR is here to provide support and resources!

CAR is happy to provide faculty with the spring 2016 Electronic Faculty Newsletter. CAR uses the newsletter to respond to concerns and frequently asked questions. CAR staff is also available to faculty for support with disability related topics. Contact CAR with questions or visit CAR's website!

CAR has an updated website! Check it out: <https://www.lanecc.edu/disability/>. Navigate over to the "Faculty" tab on the side bar. Here faculty members will find information on student accommodations, troubleshooting automated communications, and strategies for working with students with disabilities, which CAR is continuing to update!

Steps for student eligibility for academic accommodations:

- Student submits application and medical documentation to CAR.
- CAR determines if disability meets the ADA threshold.
- Student has intake (student interview) with CAR. In this meeting the student and CAR advisor evaluate specific accommodations and discuss strategies for the learning environment. Accommodations are tailored to each student and are specific to their disability and course selection.
- Each term the student requests accommodations online.
- Each term a Letter of Accommodation (LOA) is sent to faculty.

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

If at any point in the term a student discloses she or he has a disability or requests accommodations outside of this process, direct them to CAR. In efforts to support students sometimes faculty members accommodate a student who has not applied for CAR services and/or without an LOA. If issues arise in these cases (especially at the end of the term), it is often too late for meaningful assistance from CAR. Retroactive accommodations are not provided.

Students are responsible for requesting necessary accommodation adjustments through CAR. Early intervention and collaboration is important in supporting the student. If you suspect that a student has a disability contact our office. It is crucial faculty include an accessibility statement in syllabi (<https://www.lanec.edu/copps/documents/disabilities-accessibility-statements-students-and-community>) encouraging students with disabilities to arrange accommodations with CAR.

Do you have a question for CAR staff? We're hosting a faculty member Q & A on April 27th from noon to 1 p.m. in Building 1, room 222! Even if you don't have a question, you are invited to mingle with CAR and other staff! Join us for an informal question and answer session on Wednesday April 27th in Building 1, room 222. Not sure how to fill out the testing agreement? Having trouble with automated communications? Not sure how to implement accommodations in your classroom? Drop in anytime between noon and 1 p.m. for answers to general and specific questions about working with CAR and students with disabilities!

If a student discloses she or he has a seizure disorder, urge them to inform the Health Clinic so they can keep that information on file. If a student has a seizure in class, standard practice is to first call Public Safety at x5555 and to call 911 if the person is badly injured. The only care that should be provided during the seizure is to help the person to the floor, if possible, and ensure all physical objects are moved away from the individuals to reduce chance of injury.

The Academic Technology Center (ATC) supports faculty in making course material accessible for all students, including students with disabilities. Making course material accessible from inception is cheaper and faster than retrofitting finished materials. ATC can help caption videos and supports faculty and CAR in accommodating students who need materials in alternate formats. Please see ATC's guide for "Who's Responsible for Accessibility of Online Courses" (<https://www.lanec.edu/sites/default/files/disability/lcc508-responsibilities.pdf>) and the "Lane CC Accessibility Quick Guide" (<https://www.lanec.edu/sites/default/files/disability/lccacc-quick-guide-web.pdf>).

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The accessibility feature in MyAtlas is live! Lane Community College has many features increasing accessibility, such as Evacu-Tracs and electric doors. The interactive map now easily directs students and staff to these, as well as accessible parking spaces, elevators, and ramps!

The accessibility feature of MyAtlas is active online and on mobile devices. Updates to accessibility related detours and other access concerns will be available soon.

You can find MyAtlas at

<https://myatlas.lanecc.edu/map/index.php?id=780#!ct/13297,13298,13460,13461,11578>.

The Office of Civil Rights visited LCC in March. Here are some of the takeaways from their visit:

- The College is required to make learning materials accessible to all. CAR and the Academic Technology Center (ATC) are here to support faculty! Visit “Making Course Materials Accessible” on the CAR webpage for information on video captioning and other tips on formatting material:
<https://www.lanecc.edu/disability/making-course-material-accessible>.
- Information shared through Moodle can be a stumbling block. Moodle material needs to have the same accessibility features as non-web-based materials. The ATC is available to help with Moodle; please visit their “Course Development Services” page: <https://www.lanecc.edu/atc/content-and-course-development-services>.
- Each classroom must have a table that elevates. It must be free of equipment and available for student use.
- Include an accessibility statement on literature and syllabi. Find the accessibility statements here: <https://www.lanecc.edu/copps/documents/disabilities-accessibility-statements-students-and-community>.

Spring Term Letters of Accommodation (LOAs) are hitting inboxes! Want more information on the LOA? Check out the page under the “Faculty” tab on CAR’s website: <https://www.lanecc.edu/disability/letter-accommodation-loa>.

Trouble receiving messages from CAR? Visit CAR’s Troubleshooting Automated Communications page: <https://www.lanecc.edu/disability/troubleshooting-automated-communications>.

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