



## Faculty Newsletter Fall 2016

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 FAQ; see staff and website for more!

In this issue we cover:

- Regulatory requirements: opportunities for improvement
- Student letters of accommodation
- Highlights from fall in-service presentations
- CAR website resources, weekly tips and contact info

### Regulatory Requirements: The Office of Civil Rights

OCR enforces federal civil rights laws<sup>i</sup> that prohibit discrimination and ensures we provide equal access to programs and courses. The 2016 site visit uncovered a number of opportunities for improvement; pertinent ones are discussed here. OCR relies on community colleges' self-assessments followed by enforcement action, if necessary.

**Thank you, in advance, for helping meet regulatory requirements!**

#### 1. OCR: Timeliness of delivery of services for students with disabilities

Together faculty and CAR provide timely accommodations to ensure equal access. OCR indicated that **timeliness in the delivery of services is** crucial. It takes time to create/provide services/materials, so it's critical students contact CAR early.

For example, people with vision impairments may need class materials in Braille or large print. Students acquire or purchase materials, bring them to CAR, CAR converts materials to alternate format and then returns materials to the students. Student timelines are listed at: <https://www.lanecc.edu/disability/requesting-accommodations>

**Please announce early in the term that accommodations are available.**

**Kindly respond quickly to CAR requests** so students don't fall behind and Lane's compliance isn't threatened. CAR timelines are based on complexity, quantity and intensity of materials or services provided to students as required by law. For detail see: <https://www.lanecc.edu/disability/information-faculty-student-accommodations>

## 2. OCR: Accessibility Statements on Syllabi, Publications and Event Announcements

Accessibility statements are required on all materials including syllabi. For the most current statement see: <https://www.lanecc.edu/copps/documents/disabilities-accessibility-statements-students-and-community> **Copy and paste the statement on your syllabus, handouts, publications and event announcements.**

## 3. OCR: Closed Captioning is a Lane Policy and an Accommodation

Closed captioning (CC) shows audio as text on TV or computer screens. It's used when sound is available but not heard or understood. It can be turned on and off. **Lane policy requires CC on all new and future content created at Lane for the classroom.**

CC may also be an accommodation for a specific student. If it is, videos need to be captioned. Provision of transcripts may be an option; consult with CAR for more info.

The Design and Media Center (<https://www.lanecc.edu/it/media>) can caption videos. Email [atc@lanecc.edu](mailto:atc@lanecc.edu) for assistance. Any software may be used, if it's accurate.

For more info, see the ATC and CAR web pages at:

<https://help.lanecc.edu/ATC/Knowledgebase/Article/View/922/0/closed-captioning-an-overview> and <https://www.lanecc.edu/disability/making-course-material-accessible>

## 4. OCR: Web Accessibility and Digital Learning Materials

**Lane<sup>ii</sup> is legally responsible to provide accessible digital learning materials including content, online delivery systems and technologies.** For a text and video overview, see: [http://udloncampus.cast.org/page/policy\\_legal#.V8iVGkZCgQu](http://udloncampus.cast.org/page/policy_legal#.V8iVGkZCgQu) For example, web pages must be accessible so that people with disabilities can perceive, understand, navigate, and interact with and contribute to the Web<sup>iii</sup>.

For guidance see the Lane Accessibility Quick Guide at:

<https://www.lanecc.edu/sites/default/files/disability/lccacc-quick-guide-web.pdf> to help you create new materials and check the accessibility of existing materials.

## Student Letters of Accommodation (LOA)

A LOA is confirmation for faculty that a student has completed all steps with CAR and is qualified to receive specific accommodations listed in the letter.

Please remember:

- LOAs are delivered and valid only by email from CAR to faculty
- Only lanecc.edu email addresses are used, not personal emails
- Letters *do* have an expiration date and apply to specific CRNs
- Paper copies are *not* acceptable
- Students should meet with you in a private setting to discuss LOA
- If testing accommodations will be used, please complete the Alternative Testing Agreement included in the LOA
- Students must request testing accommodations 3 days in advance

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

## Highlights from In-Service Presentations

Three in-service presentations were made this fall. Here are the highlights. To view the presentations, see: <https://www.lanecc.edu/disability/faculty-weekly-tips>

*Classroom Accommodations: Requirements and Recommendations.* In this presentation, attendees learned how to define disability, accommodations, auxiliary aids, which accommodations are/are not required, CAR recommendations, how accommodations are helpful and Universal Design for Learning (UDL) strategies.

After seeing the *Invisible Disabilities in the Classroom* presentation, participants could define and list several “hidden disabilities,” describe national trends, how hidden disabilities impact students and apply info on UDL and use other teaching methods.

In the *Unlimited Occupational Opportunities* presentation, attendees discovered the legislative connection between occupational opportunities for people with disabilities and educational access, barriers to inclusivity, techniques to overcome barriers and strategies for implementing UDL and providing accommodations.

Find more information on UDL see: <https://www.lanecc.edu/disability/universal-design>

### 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, 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: The Role of Faculty is to:

- a. Provide a disability statement in the course syllabus
- b. Include the CAR contact information in student resources
- c. Work with CAR to implement disability accommodations upon receipt of LOA
- d. Maintain student privacy and confidentiality

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

### How to Contact CAR Staff

Terrie Minner, Associate Dean of  
Accessibility and Support  
Phone: (541) 463-5150  
Email: [minnert@lanecc.edu](mailto:minnert@lanecc.edu)

Renee Mackey, Lead Project  
Coordinator  
Phone: (541) 463-5662  
Email: [mackeyr@lanecc.edu](mailto:mackeyr@lanecc.edu)

Phone: Voice, (541) 463-5150  
TTY: 711  
FAX: (541) 463-4739  
Email: [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu)

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

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<sup>i</sup> Several federal laws protect students with disabilities from discrimination by institutions of postsecondary education; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

<sup>ii</sup> Legal principles apply to all faculty and staff, see: [http://udloncampus.cast.org/page/policy\\_legal#.V8iVGkZCgQu](http://udloncampus.cast.org/page/policy_legal#.V8iVGkZCgQu).

<sup>iii</sup> Wiley Online Library. American Society for Information Science and Technology. 2011. Retrieved September 1, 2016 from: <http://onlinelibrary.wiley.com/doi/10.1002/meet.2011.14504801307/full>.