

# Center for Accessible Resources

## FACULTY UPDATES – WINTER 2016

Happy New Year!

The Center for Accessible Resources (CAR)—formally Disability Resources—welcomes you back to campus! As LCC faculty, you play an important role in promoting access for students with disabilities. We know you are committed to creating an accessible learning environment where individuals with disabilities have an equal opportunity to achieve their academic goals. As you strive to empower students with disabilities, advocate for independence, and foster achievement, CAR is here to provide you with faculty resources.

CAR is happy to provide you with our Winter 2016 Electronic Faculty Newsletter. In these Newsletters we respond to faculty concerns and frequently asked questions. Also, we provide in-depth information on working with CAR and students with disabilities. Additionally, our staff is available to faculty for consultations on disability related topics. If you have any questions, please contact the Center for Accessible Resources or visit the CAR website!

**Trouble receiving messages from CAR?** This past term, some faculty members reported difficulty receiving information sent from the CAR office. These messages are often a result from student requests and will require your immediate attention. The following link will provide you with several tips for troubleshooting communications from our office:

[https://www.lanecc.edu/sites/default/files/disability/troubleshooting\\_automated\\_communications\\_11-19-15.docx](https://www.lanecc.edu/sites/default/files/disability/troubleshooting_automated_communications_11-19-15.docx)

**All email communication**, must be sent to and from, an **@lanecc.edu** address for the purpose of confidentiality and to comply with state and federal laws. Examples of upcoming communications include, but are not limited to, Letters of Accommodations, Alternative Testing Agreements, questions or concerns you may have regarding in-class accommodations, etc.

**Letters of Accommodations** (LOAs) are now being sent out for Winter term. LOAs are automatically sent to you by email when students request their accommodations with CAR. Although it is important for you to review these LOAs, no action is need until the student contacts you, as the instructor.

- Students are required to meet with you at the beginning of each term to discuss the accommodations they plan to use.
- LOAs are course-specific as different accommodations are needed from one class to another and from one classroom to another. Therefore, always refer to the most recent electronic copy of the LOA (rather than a paper copy handed to you by the student).
- If a student requests additional accommodations that are not listed on the LOA, please contact the CAR office.

**Alternative Testing Agreements** will be sent out to faculty throughout Winter term. This information is essential to properly proctor and maintain the integrity of your exam. If you need assistance in completing the agreement, please contact the CAR Testing Center.

**The time-saving “duplication” feature** of our Alternative Testing Agreement allows you to enter vital testing information, for multiple students, with one agreement. For more information on this feature, please visit:

[https://www.lanecc.edu/sites/default/files/disability/testing\\_agreement\\_information\\_for\\_faculty.docx](https://www.lanecc.edu/sites/default/files/disability/testing_agreement_information_for_faculty.docx)

**During an exam**, if you communicate additional directions, clarifications, or other information in-class (such as correcting an error on a portion of the test), students who are testing in CAR need access to that information. To provide this information in a timely and similar manner, please contact the CAR office by phone, or email the CAR Testing Center.

**Students eligible for testing and quiz accommodations** must submit their request for testing/quiz accommodations five business days before the exam. To ensure the integrity of all exams, CAR testing guidelines are strictly adhered to and can be viewed at:

<https://www.lanecc.edu/disability/test-accommodations>

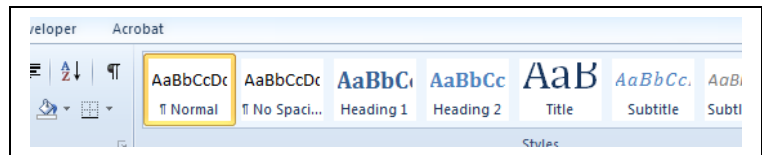
**Updated Service Animal procedures** are now on our website. Please take a moment to review this document at:

[https://www.lanecc.edu/sites/default/files/disability/service\\_animals\\_in\\_classrooms\\_5-20-15.pdf](https://www.lanecc.edu/sites/default/files/disability/service_animals_in_classrooms_5-20-15.pdf)

**As you create materials** for your classes, there are a few reminders we would like to share that are helpful for students with disabilities:

- Avoid using green or red text
- Use Arial font with a minimum of 12 point font size
- Avoid using “all caps” or italics when possible
- Students using screen readers have difficulty using this technology if the text jumps around too much on the page (textboxes, cartoons, thought bubbles, etc.)
- When using videos, remember closed captioning and auditory descriptions of what is occurring, during the video are always needed
- Image tags need to be included on learning materials that contain illustrations or graphics
- Accessibility statements must be included in the syllabus for each course per the LCC College Online Policy and Procedure System  
<https://www.lanecc.edu/copps/documents/disabilities-accessibility-statements-students-and-community>

- Headings, a feature in MS Word, must be used when preparing learning materials. This format is the most effective and provides the highest quality translation for students using screen readers



*Reminder:* Not all students with disabilities reach out to our office for assistance; therefore, it is important to always follow these guidelines when preparing learning materials for your class.

More information for creating accessible classroom materials can be found on the following website: <http://www.washington.edu/doit/creating-video-and-multimedia-products-are-accessible-people-sensory-impairments>

Materials that must be accessible are those, required or suggested for the class, which are printed, viewed, heard, or used in electronic systems such as Moodle.

**Alternate chair accommodations** are provided for students through the CAR office and Facilities. These chairs are marked at the base with gold paint, and there may be multiple chairs in one classroom depending upon the number of students with needs in various class sections. If a chair with gold paint at the base is in your office, please return it to the classroom or contact the CAR office so it can be available for a student in need.

**Providing accommodations is a collaborative process** and often times will have many layers. Therefore, if you notice a student is lacking access to course materials, it is critical that you bring it to our attention immediately.

**If you have questions** or concerns regarding requests from our office, please stop by or give us a call. An advisor, or staff member, would be pleased to assist you in understanding our processes, the purpose of accommodations specific to any of your students, why there may be a need for a change in procedure, edited materials that may be needed, etc. Our staff is here to assist both students **and** faculty experience success.

### **Center for Accessible Resources**

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