CAR
Center for Accessible Resources

Faculty Newsletter Spring 2020

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The move to remote instruction for the entirety of spring term has left us all unmoored and scrambling. During this transition we still need to keep access and equity at the forefront of our minds to help serve the needs of all of our students as they are reeling from these myriad changes too. This term's CAR faculty newsletter is meant to offer some guidance, suggestions, and reminders for making your sure your online classes and materials are accessible to all students.

Contact CAR or visit our website for more information: https://www.lanecc.edu/disability

In this issue we cover:
- **Feature:** Universal Design
- Working with Zoom
- Tutoring
- CAR Counselor
- Navigating an LOA

Feature: Universal Design: More Important Than Ever

With the move to remote learning you and your students may experience additional challenges and barriers to the learning environment. These difficulties could range from inadequate technology or connectivity to varying levels of familiarity and experience with online modes of instruction.

Compounding those basic technological hurdles, many of your students are likely entering your class with a spectrum of differences and disabilities, and due to the current chaos of this transition many of those students with approved accommodations may not have officially requested those accommodations. This is where *Universal Design for Learning* comes in.

If not familiar, Universal Design for Learning is a research-driven framework for curriculum design aimed at meeting the needs of all student abilities. This framework was developed by Dr. Anne Meyer and Dr. David Rose, co-founders of CAST (Center for Applied Special Technology), in an attempt to provide students with disabilities better access to the educational environment.

Universal Design for Learning (UDL) can provide a starting point for proactively developing an inclusive model for instruction. This body of knowledge can be applied to creating courses where lectures, discussion, visual aids, videotapes, printed materials, labs, and fieldwork are accessible to all students.

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UDL gives each student meaningful access to the curriculum by assuring access to the environment as well as multiple means of representation, expression, and engagement. It makes course content and activities accessible to people with a wide range of abilities, disabilities, ethnic backgrounds, language skills, and learning styles. Below are some tips from the CAR Faculty Handbook for creating course material with Universal Design in mind.

Tips for Creating Course Materials

As a reminder, not all students with disabilities reach out to our office for assistance. Therefore, it is important to adhere to the following guidelines when preparing learning materials for class.

- Font should be 12-point (or larger) and easy to read. Fonts from the sans-serif family (specifically Arial) are preferred.

- Avoid using green or red text.

- Avoid using "all caps" or italics when possible.

- Students using screen readers have difficulty using this technology if text jumps around too much on the page (textboxes, cartoons, thought bubbles, etc.)

- Accessibility statements must be included in the syllabus for each course per the COPPS Disabilities: Accessibility Statements for Students and Community Procedure

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

More information on Universal Design can be found on the CAR Faculty Handbook: https://www.lanecc.edu/disability/faculty-handbook-chapter-15-what-universal-design

This video created by CAST is an excellent primer on the subject: https://www.youtube.com/watch?v=bDvKnY0g6e4&feature=emb_logo

The Universal Design for Learning guidelines can be found here: http://udlguidelines.cast.org/?utm_medium=web&utm_campaign=none&utm_source=cast-about-udl

Working with Zoom:
CAR has put together several guides for utilizing Zoom when working with students utilizing an ASL interpreter.

Faculty Guide: https://docs.google.com/document/d/1za_JgmSG3tsdbN3iUwz0HLzH5zMZ_hJ8V3Jma EC1OCE/edit?ts=5e7d3c78#heading=h.56pf8ztdgq2t

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Student Guide:
https://docs.google.com/document/d/1fApwPGtay739fxlOuhYhkGkslLrMMrzG8xx11xfOwLo/edit

Reminder: As per the Office of Civil Rights (OCR), all pre-recorded videos must be captioned. If planning on uploading pre-recorded Zoom lectures or other videos, contact the ATC for assistance with getting these lectures captioned. **Phone:** (541) 463-3377 **Email:** atc@lanecc.edu

Reading Room:

Pertinent readings on access and equity in education to help through this difficult time.

"A Trauma-informed Approach to Teaching Through Coronavirus" - Teaching Tolerance Staff and the National Child Traumatic Stress Network
https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus?utm_source=Teaching+Tolerance&utm_campaign=1be1caaaa1-A+Trauma-Informed+Approach+to+Teaching+Throug&utm_medium=email&utm_term=0_a8cea027c3-1be1caaaa1-100987325

"Teaching in the New Normal" - Deborah J. Cohan, Ph.D.
https://www.psychologytoday.com/ie/blog/social-lights/202003/teaching-in-the-new-normal

"Teaching Intelligence: How to take your classes online" - Catherine Shea Sanger
https://www.timeshighereducation.com/career/teaching-intelligence-how-take-your-classes-online

CAR Counselor:

College is a stressful time under typical circumstances let alone in the midst of a pandemic and radical shift in learning environments. CAR counselor Michele Barber is available for remote counseling services **Monday through Friday 9:00 am to 4:00 pm**. Students or faculty can contact her by email at BarberM@lanecc.edu or by phone at (541) 463-5243.

Navigating an LOA:

The Letter of Accommodation (LOA) is confirmation for faculty members that the student has completed the qualification/registration process with CAR. LOAs are sent out electronically every term by CAR and state the student is qualified to receive the specific accommodations identified in the student's letter.

For more information about the LOA please visit our website:
https://www.lanecc.edu/disability/letter-accommodation-loa

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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.

Faculty Handbook:

Looking for information about CAR, accommodations, or working with CAR students? Want to learn more about Universal Design? Questions about confidentiality? CAR has updated our webpage with a comprehensive Faculty Handbook: https://www.lanecc.edu/disability/faculty-information-index

How to Contact CAR Staff

Please do not hesitate to get in touch if you have questions or concerns. We are here to offer any support, coaching, or guidance that you may be seeking.

CAR staff are working remotely to ensure accommodations and support for students.

Prospective CAR students can email us at accessibleresources@lanecc.edu or call (541) 463-5150 if they have questions. Prospective students can fill out a CAR application at: https://olympic.accessiblelearning.com/lanecc/ApplicationStudent.aspx#anchor

For assistance with accommodations please contact:

Terrie Minner, Associate Dean of Access & Support/Accommodation Specialist
Phone: (541) 463-3010
Email: MinnerT@lanecc.edu

Keelie Daquilanto, Project Coordinator/Accommodation Specialist
Phone: (541) 463-5059
Email: DaquilantoK@lanecc.edu

Nick Monroe, Accommodation Specialist
Phone: (541) 463-3227
Email: MonroeN@lanecc.edu

Fiona Bossing, Accommodation Specialist
Phone: (541) 463-5069
Email: BossingF@lanecc.edu

For assistance with Alternate Format needs please contact:

Sam Ramberg, Alternate Format Specialist
Email: alternateformat@lanecc.edu

For assistance with testing please contact:

Lexi Slovik, Testing Coordinator
Email: CARtesting@lanecc.edu

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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

LCC complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities.