



ACCOMMODATIONS BULLETIN

What every instructor needs to know about ONLINE accommodations!

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AEC Contact Information

AEC Office:

Location

Online

Hours

8am - 5pm

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aec@gavilan.edu

Dear Faculty,

Welcome to the online Fall 2020 semester. The Accessible Education Center (AEC) has created this bulletin to inform you of our online procedures. The purpose of accommodations is to equalize the learning environment. This means the difference between a student in your class succeeding or failing. Without accommodations, the student is at a severe disadvantage. Providing reasonable accommodations for students with disabilities is a college responsibility and mandated by Federal legislation. The AEC is committed to improving the delivery of its services; towards this end, we encourage you to share your suggestions with us. For the most current AEC information, visit www.gavilan.edu/student/aec/.

Test Accommodations

AEC will continue to offer the extended time on test accommodations for students who qualify for the service. There are two types of online services this semester:

1. Students taking exams directly within Canvas:

The student notifies our Assessment Specialist, Irma Lopez, that they would like to receive the extended time on test accommodation, and then Irma sends a notification email to the instructor. When the instructor receives the email, please reply with your confirmation.

Please note: Once the request is sent to the instructor, it is the instructor's responsibility to ensure that the extended time (double-time) is provided in Canvas for all quizzes and exams that are scheduled in your course. *Please do not ask your AEC student to remind you!*

The instructions are provided by the Teaching Learning Center (TLC) on the following webpage: http://www.gavilan.edu/staff/tlc/canvas_help/extra-time.php.

2. Students taking Math or hard copy exams with Zoom:

Once the instructor is notified, the student will make an appointment with Irma and schedule the exam. Irma will provide the student with her Zoom ID meeting link with the day/time confirmed by instructor. The instructor will send Irma the exam and instructions along with an access code for the exam (*if applicable*). The student will enter Irma's Zoom meeting room at the scheduled day/time. Irma will ensure that the student's workspace is free of any books or notes and that the camera is set up to provide a good view of the student and their workspace. The student will access the exam and do the work on a separate sheet of paper. When the student has completed the exam, they will scan and upload it directly into Canvas or send the file to

Irma. Irma will send the scanned completed exam to the instructor (*if applicable*). If the student misses their scheduled exam time, the instructor must give permission to the student and Irma to reschedule the exam.

Special arrangements can be made for students who are blind or have low vision. If the AEC has to produce exams in an alternate format such as: Braille, audio, digital for text-to-speech, tactile graphics, etc., please work directly with our Adaptive Services Specialist, Marina Lares. Electronic submission of your exams further allows the AEC to quickly produce the exams in alternate formats without delay for the student. It would be very helpful if you can send Marina your exam via email at proctoring@gavilan.edu or mlares@gavilan.edu at least 3 days before the test is scheduled.

If a student does not qualify through AEC or chooses not to participate in the AEC services, and they ask for extended time on tests, you as their instructor can always make the choice to give them the extra time.

For more information, please contact Irma Lopez at ilopez@gavilan.edu or Marina Lares at mlares@gavilan.edu.

Note Taking Services

The note-taking accommodation is very difficult to administer to students within an online course. Note-taking is an essential accommodation for some students with disabilities and a critical component of student success. The AEC is requesting your help to provide a way for students who qualify for the note-taking accommodation.

If a student requests a note-taker, then it may mean several things:

- The student may have a physical disability that prohibits or limits the use of their hands.
- The student is having difficulty understanding the text or readings.
- The student is having difficulty identifying important points and themes.
- The student may not be able to keep up with your synchronous lectures.

What you can do:

- Post your recordings with captions, include the transcript of your lectures or instructor notes.
- Encourage your students to check out the many online software programs through the High Tech Center that can help students with reading, writing and study skills.
- Encourage your students to visit the many online student support services such as the AEC, Learning Commons, etc. for assistance.
- If you have an embedded tutor, please ask them to take notes, and then post them for all students to use.

Some students are requesting the note-taking service directly through the AEC. If this is the case, the AEC will notify you via email and the note-taker will need to be allowed to attend your lectures. As we have requested in the past, if you can find a volunteer in your course, that would be especially helpful. Volunteer note-takers should contact Marina Lares via email mlares@gavilan.edu or phone at 669-253-6197.

Alternate Media Services for Students with Low Vision or Who Are Blind

The High Tech Center provides students instructional access through its production of alternate formats (Braille, e-text, audio, large print, tactile graphics) for curriculum related material. If a student enrolled in your course needs materials produced in an alternate format, you will receive an email notification from Marina Lares. When eligible, the AEC student will need all course materials such as: syllabus, handouts, PowerPoints, quizzes and tests, in an alternate format that is appropriate for

each student. When course materials are already in an electronic format, then they can be altered quickly. If they are not electronic, then we have to produce the alternate media from the original documents. Since our goal is to provide immediate access to all learning, please send your materials in advance, so they can be produced in a timely manner. Options for delivery of the course materials include sending the files via e-mail to mlares@gavilan.edu or adding Marina to your Canvas shell to have direct access.

Deaf and Hard of Hearing

AEC provides educational sign-language interpreting and real-time captioning services to students who are deaf or hard-of-hearing. If requested, assist the student receiving interpreting services in finding a volunteer note-taker since they will be busy watching the interpreters. Remember all instructional and informational video media must be closed captioned. If you are going to use any web videos, streaming videos or pod-casts in your online class, you must have them captioned before they are used. We currently have funding for captioning online materials only, but it usually takes 4 weeks to apply for the grant. Contact Marina Lares and Jane Maringer-Cantu from the AEC or Peter Howell and Sabrina Lawrence through the Teaching & Learning Center to start the DECT grant process.

Creating Accessible Curriculum Materials

Gavilan has a college-wide Section 508 policy to ensure access to District programs and services to individuals with disabilities, as guaranteed by Section 508 of the Rehabilitation Act and the ADA. Section 508 requires that all information and communication technology developed, used, maintained, or procured by public agencies receiving federal funds be accessible to people with disabilities. According to the ADA, some access examples include: curb cuts, accessible restrooms, electric doors & elevators. According to Section 508, areas of access include: closed captioned videos, accessible web pages, accessible online documents and course materials, access to software programs, and access to phones w/TTY capability, etc. For review these accessibility guidelines, see our Information and Communications Technology (ICT) Accessibility & Acceptable Use website at <http://www.gavilan.edu/student/aec/accessibility.php>.

Faculty Training Modules

The UCSF Medical Student Disability Services and UCSF Student Disability Services have created a Disability Training Series for Faculty/Staff. The link to the modules is located on our AEC website at: <http://www.gavilan.edu/student/aec/training.php>

Please Note:

Accommodations for students with disabilities are vital to the student's success. In order for a student to receive services through AEC, they must provide a verification of disability. If a student does not qualify through AEC or chooses not to participate in the AEC program, ***the college is still responsible for providing those services***. Please contact your Dean to assist you in providing those accommodations. AEC can act as a resource only.

Visit us on the web at www.gavilan.edu/student/aec/.

