

# ADA Instructional Committee Minutes

October 12, 2023

**Members:** Ed Lovitt, Holly Dressler, Chantel Braasch, Jean Ann Vickers, Beth Gulley, Diana Rottinghaus, Lori Slavin, Samira Hussein, Tim Brown, Pete, Peterson, Ron Symansky, Rob Grondahl, Masood Syed, Farrell Jenab, Alexa Summers, Mindy Ritter, Christa Haas

**Guests:**

**Minutes:** Holly Dressler

1. **Committee Updates**
  - a. Minutes for meeting are always available in Infohub
2. **Testing Services & Accommodated Exams**
  - a. [Testing Services request instructions](#)
  - b. [Instructions on how to extend time on a Canvas Test or Quiz.](#)

**ACTION ITEM #1** – Share instructions on how to extend the time on a Canvas test or quiz with Divisions. Bring this concern up at division meetings and make the distinction between paper exams and canvas exams. Paper exams are not a problem, but canvas exams are the issue.

Jean Ann Vickers explained that we need to take the extra step to communicate to our colleagues about changing the exam time for accommodated tests in Canvas. The Testing Center doesn't have the ability to change the time limit for an exam in Canvas, even if the time extension has been approved by the professor and Access Services.

Samira Hussein shared that there are concerns in her division about giving someone in Testing Services access to their course in Canvas.

Beth shared that the answer to the issue seems to be ensuring faculty change the time in Canvas when submitting an exam.

Concern raised that not everyone reads their email to make the change. We need to get the word out. Share instructions with faculty in divisions and we can reevaluate how many concerns there may be after this communication has occurred.

Lori Slavin and Jean Ann Vickers: Testing Services has already added a required field in Register Blast that asks for the faculty member's phone number so faculty can be contacted during the exam if there's a problem.

Farrell Jenab: Is the concern that Marcelle would get into classes and change content?

Samira Hussein: Division faculty reported they don't want anyone going in their classes to look around and someone might change their content. She indicated the dean could go in and give access if needed.

Beth Gulley: Concern that someone could accidentally change the length of time on an exam for all students in the class. Second concern that more and more people may want access to faculty content in classes. Concern with FERPA

Lori Slavin: Access to course content is a sensitive issue – number of faculty will have an issue and many will not. There's some distrust. There are rules within divisions on who can get access to different classes. Lori addressed with dean and asked if she could take it to IDC to talk through how to make it work.

Beth Gulley suggested giving faculty the option to opt in on giving Marcelle Cooper (Testing Director) access with each student who requests.

Can we investigate option to “opt in” that would allow testing access?

Ed Lovitt has investigated roles and there is an option to only give access to quiz time limits.

Issue isn't intentional, probably an oversight

Tim Brown: Access notifies faculty that the time frame needs to be changed and Tim changes for every quiz/exam for the student. He gets it done before the semester begins.

Samira Hussein – is this an outlier or let's make it a standard practice so it's not a problem.

### 3. Emergency Evacuation Plans/Medical Issues

- a. Progress on partnership with Emergency Management Office
- b. Communication to Faculty, Students, BEL's

Mindy Ritter: Cell phones don't always work in an emergency. Review method of communication for students.

Lori Slavin add more details. BEL's must do sweep of the areas. Important for BEL to know when they sweep the floor.

Holly shared that there's now a shared file with Alisa Pacer so BEL's have access to location of students who've requested an EEP.

### 4. Future Topics

- a. [Supported Education Programs](#) (CLEAR & CONNECT)
- b. [Dear Colleague Letter](#) & Other Legal Updates
- c. Partnership with CTL Fellows – Will fellows be willing to come to committee to talk about what they're doing and how we can incorporate UD.
- d. Committee Ideas –

Samira Hussein: highlight accomplishments of the student – Regular newsletter where we can highlight the accomplishments of our students who have gone through the ADA office on how they've done well. Regular newsletter? Report on how faculty have incorporated UDL. How faculty and staff have overcome the odds

How to navigate flex plans –

Learn more about students experience in high school and their transition to college

More sessions in PLD about students with disabilities. Session on Neurodiversity was well received.

Maybe DEI office can be added for joint programming.

Alexa Summers: Support for students on how to navigate Canvas. Every semester, every course is different.

Farrell Jenab – Fellows are working on best practices in Canvas.

Jean Ann Vickers – Ed developed course called Connecting with Everyone. – section on UDL and setting up Canvas with UDL focus.

Ed Lovitt: anyone on his staff can give feedback on UDL in your class

## 5. Committee Member Updates/Feedback

- a. ABC Update – Focus on Meta Majors
- b. Science Division Open house, Friday, October 13<sup>th</sup> from 1:00 – 3:00
- c. Other updates from members -