

May 22, 2008

President Rita Rice Morris
Shawnee State University
Portsmouth, OH

Dear President Morris:

Please accept our letter of progress for the ADA Compliance Committee for the 2007-2008 academic year. We have made efforts to address all of the areas of the committee's charge.

The ADA Compliance Committee met 9 times this year. Minutes for all of the 2007-2008 ADA Compliance Committee meetings, along with committee member roster, are posted on SSU's committee webpage, at <http://www.shawnee.edu/com/ada/index.html>. We were fortunate to have two active student members on the committee this year, Sean Jordan and Katie Szczepanski, and we look forward to their continued participation on the committee.

To guide our efforts in meeting the charge to the committee, the following goals were established for this year:

1. Work with Institutional Research Office to develop plan for new SSU Accessibility Survey
2. In collaboration with Office of Disability Services, develop recommended Documentation Policy
3. Continue efforts to improve communication with campus community about available ADA resources (website, FAME training site, brochures, periodic communications)
4. Work with Institutional Research Office to complete student survey (conduct survey and analyze data)
5. Increase faculty use of ADA statement on course syllabi
6. Work with Randy Warman and Resource 25 to include Accessibility Guidelines for space reservation forms
7. On-going consultation re: ADA issues on campus for all stakeholders (students, faculty, staff, administration, public)

The committee reports progress towards the year's goals in the following areas:

1. The last accessibility survey, which focused only on physical facilities, was completed in 1993. The chair met with Steve Midkiff, Office of Institutional Research, to request assistance with this project. The Office was supportive of this goal, and is in the process of gaining data regarding best practices regarding ADA compliance at like institutions. Additionally, the committee identified several process issues that we addressed in our work this year. The major process issue we devoted our efforts on this year concerned faculty use of ADA Statement on course syllabi (see #5 for progress on this item).

2. We discussed the current process in place of obtaining documentation of disability status for students requesting accommodations. The committee then reviewed best practices from the Association on Higher Education and Disability (AHEAD), along with input from Marc Cardinalli regarding processes for documentation. Jim Weaver is incorporating this input into processes concerning documentation requirements for students requesting accommodations.

3. The ADA Compliance Committee website was updated, adding a general overview link. The committee decided to post a printable pdf file brochure on the website rather than reprinting the brochure. Resource memos were distributed to all department secretaries, chairs/program leaders, and deans to increase awareness of the ADA resources on the committee's website, including the approved ADA Statement for course syllabi and the FAME resource, an on-line training module for faculty and administrators in higher education.

4. The Office of Institutional Research analyzed data from 12 returned student surveys (approximately 50 distributed to students receiving services from Disability Services). The general finding indicated overall satisfaction with Disability Services office. Given the low return rate, we plan to repeat the survey with students receiving services, as well as the general student body, and use electronic format.

5. The committee made significant progress in addressing the issue of limited and inconsistent use of ADA Statement on course syllabi through educational efforts. Resource memos were provided to all department secretaries, chairs/program leaders, and deans, and committee members also met individually with these groups. After reviewing the current Adjunct Faculty Handbook, we requested the Provost add a requirement that adjuncts use the committee's ADA Statement, as well as adding information about ADA resources and students requesting academic accommodations. The committee drafted a resolution to present to UFS, requesting faculty endorsement of the use of the committee's ADA Statement on all course syllabi. We plan to submit this resolution for UFS consideration early fall semester 2008. Finally, we will present a training session at the August 25, 2008 faculty training day to orient faculty to the FAME on-line training module and the ADA Statement.

6. Due to the focus on the use of the ADA Statement on course syllabi, implementing the Accessibility Guidelines for events was discussed but not achieved. We plan to work with Randy Warman and Access 25 to include this language on the electronic reservation form system.

7. An average of 10 work orders concerning ADA issues were processed each semester. Most issues related to the function of automatic door openers, and facilities has worked on resolving process issues related to this recurring problem. We also invited Marc Cardinalli to a meeting to discuss current ADA processes and policy at SSU.

In conclusion, the committee worked effectively and diligently on several complex issues this year, and has provided resources and education to various stakeholders on campus

regarding ADA compliance.

Respectfully submitted,

Christine Raber, PhD, OTR/L
Chair, ADA Compliance Committee