

June 1, 2010

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 2009-2010 academic year. We have made efforts to address all of the areas of the committee's charge: *"to ensure that Shawnee State University is in compliance with the Americans with Disabilities Act and make recommendations for appropriate policies and programming. Compliance includes a variety of activities including training employees, monitoring compliance efforts, providing technical assistance to departments, and handling complaints about the Americans with Disabilities Act."*

The ADA Compliance Committee met 6 times this year. Minutes for all of the 2009-2010 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>. Four new committee members, Debbie Howell (USA), Deb Scurlock (UFS), Aubry Fowler (SGA) and Mallory Saltsman (SGA), participated regularly in the meetings.

We established the following goals for the 2009-2010 academic year:

1. Educational programming to support faculty use of University ADA statement on course syllabi
2. Conduct student survey with entire student body
3. Make Planning Recommendation to complete SSU Accessibility Survey in AY-11 by February 15, 2010. Accessibility Survey shall focus on policy and processes, as well as updating data concerning accessibility of physical facilities on campus.
4. Develop ADA language for space use with Resource 25.

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

1. Prior to the beginning of fall and spring semesters, the committee electronically sent a resource memo to department secretaries, chairs/program leaders, and faculty to encourage use of the 2009 ADA Statement, as required by 2009-2012 CBA, ARTICLE IX Section 9 B. Prior to the beginning of fall semester, Jim Weaver presented information about Disability Services to Adjunct Faculty and new employee orientation sessions. Chris Meade served as a resource for any CBA questions concerning the ADA Statement requirement for course syllabi to UFS and SEA during the year. We updated the ADA Compliance Committee webpage with 2009 ADA Statement, in html and Word document formats for faculty use.

2. The committee approved question items for the student survey, to the entire student body. We have researched campus resources to use an on-line survey tool to administer

the survey with some success. Due to time constraints and other student surveys, we did not complete the survey during this academic year but plan to do so in fall 2010.

3. The committee spent a great deal of time preparing the Planning Recommendation focused on examining ADA Compliance efforts for SSU campus community. This recommendation was submitted and reviewed, and we responded to your request to develop key indicators to begin an internal process of collecting data that summarizes current practices regarding ADA compliance on our campus. At our last meeting of the year, the committee approved the following key indicators, and noted possible data sources:

1. Tracking ADA work orders: number, type, and resolution. Butch Kotcamp can provide this information regularly.
2. Number of employees requesting and receiving workplace accommodations. We will need this data from Human Resources, and we are awaiting information from Dr. Morris regarding establishment of an ombudsman for employee workplace accommodation requests.
3. Number of students requesting and receiving academic accommodations, and summary of number and types of accommodations provided. We would like to delineate transfer student data to assess effectiveness in communicating disability services to these students. Jim Weaver can provide this data regularly. We discussed use of HEI reports as a source of information as well.
4. ADA requests associated with space reservations. Chris Raber met with Ginnie Moore and Vicci Felts and drafted, with committee input via e-mail, ADA language for space reservations. Vicci will work with setting up tracking ADA requests for space reservations, as is done with work orders.
5. ADA requests in housing. Will need to work with housing staff to determine.
6. Number and type of training sessions offered for ADA compliance on campus, for students and employees. As a group, we identified these regular training offerings: new student orientation, new employee orientation, adjunct orientation (and in adjunct manual), and use of Resource Memo from ADA Compliance Committee prior to each semester.
7. Tracking compliance with inclusion of ADA statements on course syllabi. We discussed use of self-reporting by department secretaries, with possible audits by ADA Compliance Committee.

4. Chris Raber met with Ginnie Moore and Vicci Felts and drafted language for space reservation forms to be used with Resource 25. The committee provided input and approved final language for the on-line space reservation form, and is continuing to work with Outreach Services to create ADA resources for event planners. Outreach Services will work to track ADA requests in the Resource 25 system and provide this data to the committee.

In conclusion, the committee worked effectively and diligently on this year's charge, and we look forward to tracking the key indicators to create a summary of practice on campus by the end of the calendar year. We will continue to provide resources and education to

various stakeholders on campus regarding ADA compliance.

Respectfully submitted,

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