

May 28, 2009

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 2008-2009 academic year. We have made efforts to address all of the areas of the committee's charge, most specifically your request that this year we "*engage in educational programming to support faculty efforts to include ADA statements on course syllabi and work with the Office of Disabilities Services and keep all campus employees informed about the role they can play to make SSU an ADA friendly and compliant campus.*"

The ADA Compliance Committee met 7 times this year. Minutes for all of the 2008-2009 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> Denise Brockett resigned her position and was replaced by her constituency group's representative, Chris Pitts. We thank her for her service to the committee. One student member, Katie Szczepanski, participated regularly in the meetings.

We established the following goals for this academic year:

1. Educational programming to support faculty efforts to include ADA statements on course syllabi
2. Evaluate current use of ADA Statement on course syllabi and report to stakeholders
3. Repeating student survey, including entire student body
4. Work with Xuemei Yang, Director of Institutional Research, and other relevant resources, to assist with plan to implement a new SSU Accessibility Survey that focuses on policy and processes, as well as updating data concerning accessibility of physical facilities on campus.

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

1. The committee planned and conducted a session as part of the required faculty training day on August 25, 2008. Neil Evans, Janet Snedegar, and Jim Weaver organized and presented the session, which had a positive reception. Handouts were provided, with links to the ADA Compliance Committee website, with particular attention to the resources section, which includes the FAME website. Additionally, prior to the beginning of each semester, we electronically sent a resource memo to department secretaries, chairs/program leaders, and faculty to encourage use of the ADA Statement recommended by the committee. Prior to the beginning of fall semester, we worked with the Provost's office to update the Adjunct Faculty Handbook. The 2008-2009 Adjunct Faculty Handbook now contains an ADA resource section that includes a description of the Office of Disabilities Services, the process for faculty and students requesting

academic accommodations and the ADA Statement, which was listed as a requirement for course syllabi taught by adjunct faculty. We attempted to work with UFS to introduce a resolution supporting faculty use of the ADA Statement on course syllabi, which was encouraged by the previous UFS president. However, the current president indicated that UFS was not an appropriate channel for the resolution we submitted. We then directed our energy on the second goal, in order to gather data to better focus our educational efforts. We have been monitoring the planning for a campus education day, and will participate in this event when it occurs. We determined that regular e-mails prior to each semester can be an effective reminder for faculty to include an ADA Statement in their syllabi.

2. To evaluate the current use of ADA statements on course syllabi, the committee developed a data collection plan and completed a review of courses offered Fall 2008. The full summary is attached. Based on these findings, we set the following benchmarks: 100% use of ADA statement by adjunct faculty, and 90% use of ADA Statement by full-service faculty. As the majority of syllabi reviewed used either the semester conversion ADA statement or the ADA Compliance Committee statement, we submitted both versions to Marc Cardinalli for his review. Based on recent changes to ADA law, he suggested the following changes to the ADA Compliance Committee's recommended ADA Statement for course syllabi (his revisions are italicized):

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 *as amended in 2008* require Shawnee State University to provide reasonable accommodations for students with documented disabilities which would not compromise the integrity of the academic program. Students seeking accommodations must meet with the Coordinator of Disability Services, Student Success Center, Massie Hall, 740-351-3276. After meeting with the Coordinator, students are *required* to meet with their instructors to discuss the student's needs *related to their disabilities*. *If a student chooses not to make a timely request for disability accommodations and/or fails to meet with the Coordinator of Disability Services and the professor, no disability accommodation(s) will be provided.*

The committee reviewed these changes and approved them for use beginning this fall. We will distribute this information on the webpage, as well as in a Resource memo to faculty and department secretaries in early August before the beginning of Fall semester. We will continue our efforts to educate and provide resources about the use of the ADA statement on course syllabi for all faculty, with an emphasis on adjunct faculty.

3. The committee reviewed and approved the student survey, and determined that we would make the survey available to the entire student body. In order to efficiently process the returned data, we plan to use an on-line survey tool to administer the survey. Jim Weaver and Chris Raber will get the survey on-line so it is ready to launch to students at the beginning of fall semester.

4. The committee monitoring and responded to several construction related challenges to accessibility of ATC building during UC construction. Other than this issue, ADA work

orders totaled, and primarily centered on functionality of automatic door openers. Chris Raber discussed with Xuemei Yang the possibility of working on a new accessibility survey, and we are awaiting feedback from last year's request to gain data regarding best practices regarding ADA compliance at like institutions.

In conclusion, the committee worked effectively and diligently on this year's charge, and we 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