

June 9, 2006

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 2005-2006 academic year. The committee has made efforts to address all of the areas in which we were charged with, per your approval during the fall of the year. Should you have any other concerns or questions, feel free to contact myself or any of the committee representatives.

Progress Report: ADA Compliance Committee-2005-2006

The ADA Compliance Committee submits the following report to the President, as requested in its initial charge, for the academic year 2005-2006. The committee has met 10 times since the fall of 2005 and is comprised of a diverse group consisting of faculty, staff, student, and administrative assistant representatives. Minutes for all of the 2005-2006 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>

The committee reports progress or activity toward compliance in the following areas:

Participation of student representative:

Hannah Kenny and Jessica Shelpman's service to the committee has been much appreciated. The committee will work with SGA to ensure student representation on next year's committee.

Appreciation of member service:

Jim Farmer's participation on the committee during his tenure as Disability Services Coordinator in Fall 2005 was appreciated. Jim Weaver joined the committee Winter quarter 2006. After a long term of service on the committee, Elsie Shabazz resigned her membership at the end of Winter quarter, 2006. Her service to the committee has been much appreciated. Denise Brockett replaced Elsie Shabazz as UAA representative Spring quarter 2006.

Physical space and accessibility:

In concert with the Facilities department, the ADA Compliance Committee has continued to act as a clearinghouse for various issues, including access issues such as placement of soap and paper towel holders in restrooms, uneven ramp surfaces, and availability of accessible parking, as well as identifying the need for distraction-free testing space for students with disabilities in the Student Success Center. The use of adjustable desks in classrooms to provide accessible desks for students has been positive, with only a few concerns about inappropriate use of these desks. The committee sent a reminder to faculty in about appropriate use of the desks, and attached “Tips for use” on each desk, located in nearly every classroom across campus.

The ADA Compliance Committee continues to use the work order system with ADA flags to monitor issues related to volume and types of work orders related to ADA compliance on campus. Few ADA work orders have been processed this year, with the nature of them being location of soap and towel dispensers in campus restrooms, and areas of uneven pavement at building entrances, particularly the Athletic center.

After receiving one concern about a lack of plumbing covering under a sink, the ADA Compliance Committee completed a walk-through evaluation of all building restrooms. These spot-checks indicated most restrooms are accessible. The report recommends signage be placed on restrooms that are not accessible, indicating where the closest accessible restroom is located.

Handling complaints about ADA:

Two complaints were presented to the committee this year: concern about accessibility at large campus events (such as holiday meals), and a concern about the wording of an ADA Statement on a course syllabus. The committee is working on developing accessibility guidelines for use on the Space Reservation forms for event planning, and has been in communication with event planners for Spring quarter events. No significant complaints or issues were observed by ADA Compliance committee members at these events.

In response to the language of ADA statement on a course syllabus, the committee revised and re-issued, via campus e-mail, an ADA Compliance Committee recommended ADA Statement for course syllabi. The statement was reviewed by Steve Donohue and is as follows:

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Shawnee State University to provide reasonable academic adjustments or accommodations for students with documented disabilities which would not compromise the integrity of the academic program. Examples of documented disabilities include physical, psychiatric, and/or learning impairments that substantially limit one or more major life activities of the student. Students seeking academic adjustments or accommodations must self-identify with the Coordinator of Disability Services, Student Success Center, Massie Hall, 740-351-3276. After meeting with the Coordinator, students are encouraged to meet with their instructors to discuss their needs, and if applicable, any lab safety concerns related to their disabilities.

Availability of ADA Resource Materials:

The ADA Compliance committee has taken several steps this year to increase communication about its purpose and its resources. The committee distributed an informational brochure about the committee campus-wide in October, using funds shared by Human Resources, Facilities, and Disability Services departments. 500 Brochures were provided to Human Resources for distribution with October paychecks, 500 brochures were provided the Disability Services Coordinator, Student Success Center, 150 were provided to Elsie Shabazz to distribute to department secretaries, and 50 were distributed to each of the following campus offices: Career and Counseling Center, Student Activities, and the Registrar's office.

The ADA Compliance committee section of SSU's website has been updated regularly with meeting minutes, and the ADA Compliance Committee has a functional address in the Global Address book. Issues related to ADA compliance can be sent to the committee by anyone on campus via this Global address. However, most issues still come to the committee via verbal communication with committee members.

The committee continues to identify needs for ongoing education and training in the intent and core of the ADA. To address this issue more effectively, the committee created a survey for employees and students to assess the campus community's views on ADA issues. In February 2006, on-line survey to employees was sent, with 104 responses being received. The committee elected to work with Dr. Darrell Rudmann's PSYC 295 course for analysis of the survey. Dr. Rudmann is going to provide the committee with a summary of the students' work by the end of June. Jim Weaver is working with distributing a paper version of the survey, with an on-line link if desired, for students using Disability Services in order to assess their satisfaction and experiences with use of the office's services. Findings from both surveys will be reviewed in fall 2006 to establish education goals for the year.

In conclusion, the members of the ADA committee have been very active with a high level of participation and commitment to achieving the goals and projects of the year, and the group's cohesiveness and energy contribute greatly to this success. We look forward to the ongoing achievement of current and new goals that support Shawnee State's ability to create a welcoming environment for persons with disabilities.

Respectfully submitted,

Christine Raber, M.S., OTR/L
Chair, ADA Compliance Committee

Summary of Walk-Through Building Evaluations of Restroom Accessibility

May 2006

Completed by: Elinda Boyles, Scott Douthat, Neil Evans, Butch Kotcamp, Chris Raber, Tony Ward, and Jim Weaver

*Cal Poly Restroom Accessibility Survey Used (copy attached)

Building	Reviewers	Date Completed
ATC	Jim Weaver & Chris Raber	5/2/06
UC	Jim Weaver & Chris Raber	5/2/06
Admin	Elinda Boyles	5/2/06
Massie	Butch Kotcamp & Scott Douthat	5/2/06
Library	Hannah Kenny	Complete in Fall 2006
VRCFA	Neil Evans	5/26/06
Rhodes Athletic Center	Tony Ward	5/16/06
Kricker	*Done 12/04	See December 2004 summary
Health Sciences	*Delay	Wait for completion of renovation

SUMMARY OF FINDINGS:

Building	Findings/Restrooms reviewed	Recommendations
ATC	<ul style="list-style-type: none"> • First floor, Men's and Women's restrooms: soap dispensers too high in both • Second floor, Men's and Women's restrooms: soap dispensers too high in both; carpeted entry may pose slight difficulty for some users • Second floor, staff restroom: paper signage, exposed plumbing under sink, toilet stall partitions need to be enlarged, or removed (only one toilet in the restroom) • Third floor, Men's and Women's restrooms: soap dispensers too high in both 	<p>Automatic towel dispensers in all restrooms, with good placement in most.</p> <p>Need to problem-solve recommended soap dispenser placement as this is an ongoing issue in majority of restrooms on campus</p> <p><u>Need proper signage on staff restroom, cover plumbing under sink, and remove or enlarge partition to create accessible stall</u></p>
UC	<ul style="list-style-type: none"> • First floor, Men's restroom: soap dispensers too high • First floor, Women's restroom: paper signage, no accessible 	<p>Need to problem-solve recommended soap dispenser placement as this is an ongoing issue</p>

	<p>symbol on signage; restroom geometry after entering door may be problematic for wheeled mobility users; need to move wall trash can closer to toilet in accessible stall; exposed plumbing under sink; soap dispensers too high; lighting poor</p> <ul style="list-style-type: none"> • Second floor, Women’s restroom: signage lacks Braille, wheelchair symbol; poor lighting in entry; accessible stall is not wide enough, not enough turn radius; exposed plumbing under sink 	<p>in majority of restrooms on campus</p> <p><u>Women’s first floor restroom needs accessible door signage, reposition trash can in accessible stall, cover exposed plumbing under sink</u></p> <p><u>Women’s second floor restroom needs correct accessible signage, enlarge partitions in accessible stall for adequate turn radius, and cover exposed plumbing under sink</u></p>
Admin	<ul style="list-style-type: none"> • Women’s restroom, first floor, across from Admission: not compliant • Women’s restroom, ground floor, across from HR: not compliant • Men’s restroom , ground floor, across from HR: not compliant, exposed plumbing under sink, toilet paper dispenser too high 	<p><u>Need signage for all Administration building restrooms to direct to nearest accessible restroom in Massie</u></p>
Massie	<ul style="list-style-type: none"> • Men’s and Women’s restrooms, ground floor, across from Geology: soap dispenser placement is too high for wheelchair user • Massie 114, Women’s restroom: needs new signage indicating it is accessible, soap dispensers need to be placed in better position • Massie 217, Women’s restroom: soap dispenser placement only issue • Massie 302, Women’s restroom: fully compliant • Massie 454, Women’s restroom: door pressure little heavy, no other issues 	<p>All Massie restrooms compliant, with horn & strobe in place for all exits. Very clean!</p> <p>Need to problem-solve recommended soap dispenser placement as this is an ongoing issue in majority of restrooms on campus</p>

Library	<ul style="list-style-type: none"> • Need to survey all restrooms 	Complete review Fall 2006
VRCFA	<ul style="list-style-type: none"> • Main level, Men's restroom: accessible sign on second door; one soap dispenser too far back • Main level, Women's restroom: accessible sign on second door; stall does not appear to have large enough turning radius for wheelchair; all soap dispensers on back wall, not easily accessible • Second floor, Men's and Women's restrooms: soap dispenser too high in both • Third floor, Men's and Women's restrooms: soap dispensers too high in both • Lower level, classroom area, Men's and Women's restrooms: soap dispensers too high in both 	<p>Need to problem-solve recommended soap dispenser placement as this is an ongoing issue in majority of restrooms on campus</p> <p>Need <u>accessible signage on first door of main level Men's and Women's restrooms</u></p>
Rhodes Athletic Center	<ul style="list-style-type: none"> • Health clinic: entrance door difficult for stretcher access; otherwise accessible • Men's locker room: toilet stall compliant; soap dispensers hard to access, behind hand dryer; shower hair dryer too high • Men's staff restroom (locked): fully compliant • Men's restroom: very poor lighting; toilet stall non compliant • Men's accessible restroom: two doors to enter that are difficult to maneuver; grab bar on accessible stall wall missing; difficult to maneuver into accessible stall 	<p>Natatorium, and women's restrooms need review; Monitor progress with renovation plans for Rhodes</p> <p><u>Replace grab bar in accessible stall in Men's restroom</u></p>
Kricker	<ul style="list-style-type: none"> • Use of Unisex accessible restroom on first floor, with signage on doors of other restrooms re: location of nearest accessible restroom is good model for restrooms which can not be made fully compliant 	See December 2004 Summary
Health	<ul style="list-style-type: none"> • Renovation plans indicated that 	Complete review Fall

Sciences	Kricker's model of creating an accessible Unisex restroom would be used; during building walk-through on May 31, 2006, noted accessible Unisex restroom on first floor, near southwest entrance	2006, when renovation done
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COMMENTS:

- All accessible signage must be ADA compliant (Braille, etc).
- Use wording as in Kricker for signage in Administration Building
- Work orders needed for underlined items
- Committee will work with Facilities to problem-solve recommended soap dispenser placement as this is an ongoing issue in majority of restrooms on campus
- Check number of changing stations for babies/toddlers in restrooms, particularly in areas of high public traffic (UC, VRCFA)