

Center for Accessible Resources

Lane Weekly CAR Tips for Employees

Updated 4/1/22

FALL 2021

Week 1: Modified Agreement Update

CAR has discontinued the use of the Modified Agreement for the following eligibility/accommodations: Consideration of Modified Attendance and Consideration of Modified Due Dates – effective June 18, 2021. Faculty will no longer be asked to fill out an additional form for students to access these reasonable approved accommodations. Updated information is available in the Letter of Accommodation. Faculty questions may be directed to their Academic Dean, or for further clarification please reach out to CAR at accessibleresources@lancc.edu.

Week 2: Invisible Disabilities Week, October 17-23

Invisible Disabilities Week began in 2014 by the Invisible Disabilities Association (IDA). Their goal remains the same: to educate, support and bring awareness to the world. IDA defines invisible disability as it refers to symptoms such as debilitating pain, fatigue, dizziness, cognitive dysfunctions, brain injuries, learning differences, and mental health disorders, as well as hearing and vision impairments. Some examples of invisible disabilities include depression, dyslexia, chronic pain, or diabetes.

This year, Invisible Disabilities Week runs from Oct. 17-23. Join CAR as we celebrate those who bring courage to their daily lives. If you live with invisible disabilities and would like to [share your story with IDA, submit a video, photo, art, meme, or essay online](#) between Oct 1-31 to the Invisible Disabilities Association at the link below. You could find your submission highlighted at their 2021 Awards Gala on Oct 23 aired live worldwide. Submitted by [CAR](#).

Week 2: What is a Letter of Accommodation (LOA)

[CAR] ACCOMMODATION NOTIFICATION for L999999, MTH 65 (CRN: 20920)
Have you received an email with a title that looks like this? This is a Letter of Accommodation (LOA) from CAR! The Letter of Accommodation is confirmation for faculty members that the student has established reasonable, approved accommodations with CAR and is effective immediately from the date listed on the LOA. LOAs are sent out electronically every term by CAR and state the student is qualified to receive the specific, reasonable accommodations identified in the student's letter. Approved, reasonable accommodations should not be denied on a blanket basis, but

need be considered on a case-by-case basis in consultation with your department Dean and CAR.

Some of the language used to identify accommodations has changed. Please contact the accommodation specialist listed on the Letter of Accommodation if needing any clarification.

Week 3: Zoom transcription and recording as Universal Design for Learning:

If you receive a Letter of Accommodation (LOA) from CAR that states a student's approved accommodation is to Record Class Lectures, Zoom has a built-in feature that allows the faculty member (host) to record or allow a student (participant) to record the lecture. Additionally, posting the recorded lecture to your course Moodle pages is an excellent example of Universal Design. Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 3: World Mental Health day on 10/10: Although the date passed on October 10th, World Mental Health Day is an international day for global mental health education, awareness and advocacy against social stigma. It was first celebrated in 1992 at the initiative of the World Federation for Mental Health, a global mental health organization with members and contacts in more than 150 countries. This day, each October, thousands of supporters come to celebrate this annual awareness program to bring attention to mental illness and its major effects on peoples' lives worldwide. For students, the [LCC Mental Health & Wellness Center](#) can provide support, services, and referrals. The Oregon chapter of the [National Alliance on Mental Illness](#) also provides resources, a helpline, and online support groups.

Week 4: National Disability Employment Awareness Month

October is [National Disability Employment Awareness Month](#) (NDEAM). NDEAM is held each October to commemorate the many and varied contributions of people with disabilities to America's workplaces and economy. The theme for this year's event is "America's Recovery: Powered by Inclusion," reflecting the importance of ensuring that people with disabilities have full access to employment and community involvement during the national recovery from the COVID-19 pandemic. Register for the NDEAM virtual celebration with the Department of Labor U.S. Secretary, Marty Walsh [here](#) and read the President's proclamation on National Disability Employment Awareness Month [here](#).

Week 5: International Stress Awareness Day

[National Stress Awareness Day](#) is a sponsored event by the International Stress Management Association (ISMA), which is a registered charity promoting knowledge about stress, best practices for stress management, well-being, and performance that are recognized nationally and internationally as well.

National Stress Awareness Day, every first Wednesday in November, was founded by Carole Spiers, the chairperson of ISMA, to increase public awareness and help people recognize, manage, and reduce stress in their personal and professional lives. It provides comprehensive guides for people to monitor stress management, look after their health and well-being, and improve their workplace performance on a day-to-day basis.

Chronic stress, that is, failure to deal with it for a long time and remaining in a prolonged and constant feeling of stress can lead to life-threatening problems. From hypertension, heart diseases, decreased immunity, loss of sociability, and decreased mental vitality, stress is not to be taken lightly!

Week 6: Referring students to CAR: When referring a CAR student in your class to other LCC resources, it is important not to disclose their affiliation with CAR in the referral unless the student specifically agrees for you to do this. Only the student can decide to disclose their disability, and the student's disability status should not be disclosed in referral forms or emails with departments outside of CAR unless specifically requested. If a student discloses a disability, you may direct them to the [CAR webpage](#) and student application [here](#). Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 7: Dyscalculia: <https://www.readandspell.com/us/dyscalculia-in-adults>

Dyscalculia is a learning difficulty that affects an individual's ability to do basic arithmetic such as addition, subtraction, multiplication, and division. Adults with dyscalculia often take longer when working with numbers and may be more prone to making mistakes in calculations, leading to higher levels of anxiety and frustration. Dyscalculia is not a reflection of low intelligence, nor does it mean an adult will not be successful working through higher order mathematical reasoning.

People with dyscalculia experience challenges with math in different ways, varying from person to person and can look different at different ages.

Common signs of dyscalculia include trouble:

- Grasping the meaning of quantities or concepts like biggest versus smallest
- Understanding that the numeral 5 is the same as the word five
- Remembering math facts like times tables
- Estimating
- Judging speed or distance
- Understanding the logic behind math
- Holding numbers in their head while solving problems

Week 7: Consultation with CAR. CAR is currently in the process of updating our website and faculty resource guide. We thank faculty for their patience during this process. Please stay tuned to the CAR webpage for updates. CAR is also working on a document that includes clarification on some frequently asked questions. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 or via email at accessibleresources@lanecc.edu if you have questions, or would like to schedule a faculty consultation with a CAR professional staff member or have CAR present to your academic area/department.

Week 8: World COPD Day is November 17th.

Chronic obstructive pulmonary disease, (COPD) refers to a group of diseases that cause airflow blockage and breathing problems. It includes emphysema and chronic bronchitis. COPD makes breathing difficult for 16 million Americans. There is no cure for COPD, but it can be treated.

Each year [GOLD](#) coordinates preparation of World COPD Day materials and resources. World COPD Day activities are organized in each country by health care professionals, educators, and others, who want to help make an impact and raise awareness. The first World COPD Day was held in 2002. Each year organizers in over 50 countries carry out activities making the day one of the world's most important COPD awareness events.

The 2021 theme for World COPD Day is "Healthy Lungs – Never More Important" and takes place November 17th. This year's aim is to highlight that the burden of COPD remains, in spite of the ongoing global COVID pandemic.

Week 9: CAR Students and Letters of Accommodation (LOA's) from CAR.

CAR would like to remind faculty that a formal Letter of Accommodation from CAR serves as immediate notice of a student being eligible for the reasonable, approved accommodations listed on the letter. The student is not required to speak with you directly in order to receive the accommodations, but a conversation should take place

between the student and faculty member to discuss how the accommodations will be implemented. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 or via email at accessibleresources@lanecc.edu if you have questions, or would like to schedule a faculty consultation with a CAR professional staff member.

Week 9: Winter term textbook information: As fall term winds down and instructors start to plan for winter term classes, CAR would like to remind faculty of the importance of submitting any class textbook information to the Titan Store as early as possible and before the holiday break. This helps to ensure CAR students with approved Alternate Formats accommodations are able to receive their materials in good time for the start of the winter term. Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 10: International Day of Persons with Disabilities - Dec 3rd

International Day of Persons with Disabilities was first proclaimed in 1992 by United Nations General Assembly resolution 47/3 and is observed on December 3rd each year. It aims to promote the rights and well-being of persons with disabilities in all spheres of society and development, and to increase awareness of the situation of persons with disabilities in every aspect of political, social, economic and cultural life.

The theme for this year's International Day of Persons with Disabilities is "Building back better: towards an inclusive, accessible and sustainable post COVID-19 world by, for, and with persons with disabilities," focusing on the impact of the COVID-19 pandemic on people living with disabilities and on the immediate response to the crisis through open, inclusive, and innovative use of digital solutions, tools, and resources. More information can be found at

<https://www.un.org/en/observances/day-of-persons-with-disabilities> and <https://idpwd.org/>

Week 10: Americans with Disabilities Act Overview available in [SafeColleges](#)

This course is designed for staff and faculty to provide an overview of the Americans with Disabilities Act (ADA) and how it might apply in schools. The training will cover ADA basics such as what qualifies as a disability and reasonable accommodation, program accessibility under title II, the differences between the Individuals with Disabilities in Education Act (IDEA) and the ADA, and effective communication in the educational context.

Week 11: Welcome to Finals Week! As this term wraps up, CAR would like to remind faculty and staff about the weekly announcements here and that CAR often uses this medium to share pertinent information. If any faculty or staff member would like to go back and read prior tips submitted for this term, we have compiled them into a pdf for viewing [here](#). Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

WINTER 2022

Week 1: What is an LOA?

[CAR] ACCOMMODATION NOTIFICATION for L999999, MTH 65 (CRN: 20920)
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Week 1: World Braille day

World Braille Day on January 4 is celebrated to honor the birth of Braille's inventor, Louis Braille, born January 4th, 1809. Braille is a tactile representation of alphabetic and numerical symbols using six dots to represent each letter and number, and even musical, mathematical and scientific symbols. Braille is used by blind and partially sighted people to read the same books and periodicals as those printed in a visual font. Braille's gift to the world has brightened the lives of millions of people around the world who are blind or visually impaired, and they benefit from his work every day. The day also acknowledges that those with visual impairments deserve the same standard of human rights and communication access as everyone else.

For more information, please visit: <https://www.un.org/en/observances/braille-day>

Week 2: SafeColleges ADA training

Center for Accessible Resources: Americans with Disabilities Act Overview available in [SafeColleges](#)

This course is designed for staff and faculty to provide an overview of the Americans with Disabilities Act (ADA) and how it might apply in schools. The training will cover ADA basics such as what qualifies as a disability and reasonable accommodation, program accessibility under title II, the differences between the Individuals with Disabilities in Education Act (IDEA) and the ADA, and effective communication in the educational context.

Week 2: Consideration of Modified Assignment Due Dates and Modified

Attendance. Accommodations for modified attendance and modified due dates provides flexibility with attending class and turning in assignments without penalty for disability-related reasons only. The accommodations of modified attendance and/or due dates are not blanket reasons to not attend class, or submit assignments late, but are intended to support the episodic nature of a disability and used only as needed by the student.

Students with this accommodation should contact their Instructor via Lane email and copy their CAR Accommodation Specialist whenever a disability-related absence or due date extension is requested. Depending on the nature of the disability, it is reasonable for notification to come either before or after the missed due date. For questions regarding this accommodation for a specific LOA, please reach out to the assigned Accommodation Specialist listed on the LOA.

Week 3: Alternative Testing Agreement: As classes resume on campus and proctored Alternative Testing is needed, CAR would like to remind faculty of the importance of completing the CAR Alternative Testing Agreement (ATA) for your class. The ATA may be found at the bottom portion of the CAR Student Letter of Accommodation and goes over testing procedures for CAR students in your class. Only one ATA is required to be completed per class. If faculty have any questions about the ATA, they may reach out to CARtesting@lanecc.edu

Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 4: Chronic Traumatic Encephalopathy Awareness Day - Jan 30th

January 30th is Chronic Traumatic Encephalopathy Awareness Day. Commonly known as CTE, research first began into this condition in the 1920s when it was referred to as “punch drunk syndrome”. CTE is a degenerative brain disease identified in 2002 in

American Football players, boxers, hockey players, wrestlers, as well as veterans and domestic abuse victims. It was found that the common thread with CTE was repeated head traumas. Symptoms include impulse control problems, mood swings, anxiety, paranoia, memory loss, confusion, and can lead to dementia. As a disease that is entirely preventable, this day is about raising awareness that some sports are not harmless and the importance of protecting the brain. The [Concussion Legacy Foundation](#) and the [Brain Bank](#) (which collects brain and tissue samples for study) are working towards further understanding of the disease.

Week 4: Recording Zoom classes/Captioning:

For Zoom Meet classes, in order to meet the CAR accommodation of “Record Lectures” it is important for Instructors to record their Zoom classes and upload them to Moodle. This not only meets the accommodation from a compliance perspective for the eligible student, but is also an excellent example of universal design practice and benefits all students. Captioning/transcription is another universal design tool that can help students of all abilities beyond just those that require captioning for equal access. See this [article](#) regarding the benefits of captioning. For information on captioning videos, please see this link from the ATC: <https://help.lanecc.edu/ATC/Knowledgebase/Article/View/922/8/> If faculty have any questions, they may contact the ATC for support, or if you would like to schedule a faculty consultation with a CAR staff member please contact CAR at accessibleresources@lanecc.edu or by phone at (541) 463 5150.

Week 5: Faculty and student medical/disability-related documentation

During the term, students sometimes attempt to submit medical/disability-related documentation to faculty. If a student approaches you and attempts to give you medical documentation to support their request for accommodations, please refer them to CAR for establishment of new or additional accommodations. All provision of academic accommodations and receipt of medical/disability-related documentation is facilitated by CAR. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 6: CAR Letter of Accommodation

[CAR] ACCOMMODATION NOTIFICATION for L999999, MTH 65 (CRN: 20920)

Have you received an email with a title that looks like this? This is a Letter of Accommodation (LOA) from CAR! The LOA is confirmation for faculty members that a student has completed the qualification/registration process with CAR and will be sent to the faculty member’s LCC staff email. LOAs are sent electronically and state the student is qualified to receive the accommodations identified upon receipt. As LOA’s contain time-sensitive information regarding accommodations, it is important faculty

check their LCC email regularly as LOA's may come in at any point during the term. Accommodations should not be denied or delayed in their implementation. If faculty have questions or concerns regarding a specific LOA, they may contact the Accommodation Specialist listed on the letter. For more information please visit our website: <https://www.lanecc.edu/disability/letter-accommodation-loa> or reach out to CAR at accessibleresources@lanecc.edu or (541) 463 5150.

Week 7: Spring term textbook information.

As instructors start to plan for spring term classes, CAR would like to remind faculty of the importance of submitting their class textbook information to the Titan Store as early as possible and before the spring break. This helps to ensure CAR students with approved Alternate Formats accommodations are able to receive their accessible materials in good time for the start of the new term. Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 8: Alternative Testing Agreement: As winter term exams resume on campus and proctored Alternative Testing is needed for finals, CAR would like to remind faculty of the importance of completing the CAR Alternative Testing Agreement (ATA) for your class. The ATA has some updates that have been made and it may be found at the bottom portion of the CAR Student Letter of Accommodation and goes over testing procedures for CAR students in your class. Only one ATA is required to be completed per class. If faculty have any questions about the ATA, they may reach out to CARtesting@lanecc.edu. Thank you for supporting LCC students with disabilities by ensuring LCC courses and material are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Week 8: CAR would like to share the following article on [Accommodating Stress and Coping with Student Requests](#) from the [Inside Higher Education](#) publication authored by Regan A. R. Gurung, Vice Provost and Executive Director of the Center for Teaching and Learning at Oregon State University.

The article gives helpful information on coping with student requests from a trauma-informed perspective during both pandemic and post-pandemic times, as well as incorporating Universal Design for Learning pedagogy into curriculum design and delivery.

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Week 9: International Wheelchair day is March 1st

[International Wheelchair Day](#) is March 1st of each year and is a day of events and activities which take place around the world when wheelchair users celebrate the positive impact a wheelchair has on their lives. Since it was first launched in 2008, celebrations have taken place in Australia, Nepal, Senegal, South Africa, Bangladesh, Pakistan, United Kingdom, and the U.S. The aims of International Wheelchair day are:

- To enable wheelchair users to celebrate the positive impact a wheelchair has in their lives.
- To celebrate the great work of the many millions of people who provide wheelchairs, who provide support and care for wheelchair users and who make the world a better and more accessible place for people with mobility issues.
- To acknowledge and react constructively to the fact there are many tens of millions of people in the world who need a wheelchair, but are unable to acquire one.

Week 9: March is Developmental Disabilities Month. According to the [Developmental Disabilities Act of 1984](#), the term developmental disability describes a severe, chronic disability that occurs before age 22, that is likely to continue indefinitely, and results in substantial functional limitations in three or more areas of major life activity. The impairments require the individual to sustain lifelong or extended support. Diagnosed conditions include autism, down syndrome, cerebral palsy, or spina bifida. Over 5 million Americans are estimated to have a developmental disability. Each March, the **NACDD** works to create a social media campaign that highlights the many ways in which people with and without disabilities come together to form strong, diverse communities. The campaign seeks to raise awareness about the inclusion of people with developmental disabilities in all facets of life to promote awareness of the barriers that they still face in connecting to the communities in which they live. More information may be found at:

<https://www.nacdd.org/ddam1/>

<https://www.specialneedsalliance.org/blog/march-is-developmental-disabilities-awareness-month/>

Week 10: CAR Kudos Form. CAR would like to recognize positive contributions in AAccessible Education. Please [submit a CAR kudos](#) providing feedback on the positive work being done on campus by faculty and staff. The goal of gathering this information is to share with the broader campus the great work being done to support access and inclusion. This means your recognition could be shared. If you prefer us to send a private kudos and not share publicly, please be sure to note that on the form. Lane students, faculty, staff, and managers are welcome to submit kudos!

Week 10: Continued flexibility in the classroom

As winter term wraps up and faculty look to the upcoming spring term, CAR would like to remind faculty about providing flexibility to students in their courses and in the classroom. Students may be impacted by various disabilities that could be visible or invisible. If you have a concern that a behavior in class may be disability-related, avoid calling the student out or directly drawing attention to the behavior as this can exacerbate the impacts of the student's disability and act as a trigger for some students. Thank you for supporting LCC students with disabilities by ensuring LCC courses, material and learning environment are accessible to all regardless of ability. CAR is a source of support for LCC faculty so please do not hesitate to reach out to CAR at (541) 463-5150 if you would like to schedule a faculty consultation with a CAR professional staff member.

Finals Week: Questions/Feedback form. Staff and Faculty input for CAR.

CAR is always looking to support Lane's faculty and staff with any questions, support, or feedback regarding our department's processes, available resources, and information. Please consider completing [CAR's Staff and Faculty input form](#) in order to address the above. The form is intended for general, not student-specific items. If your submission is related to a specific student's LOA and provision of accommodations, please contact the assigned Accommodation Specialist on the LOA instead of using this form. Thank you for taking the time to provide your input. It is very much appreciated.

https://docs.google.com/forms/d/1TeLDkKnpMFQISV0W1yT78jU-orY_e5WyT04PzpbPVNA/viewform?ts=621568b2&edit_requested=true

Finals Week: World Down Syndrome Day: World Down Syndrome Day is March 21st. While World Down Syndrome Day has been observed in some way since 2006, March 21, 2022 marks the 10th year of this observation by the United Nations. This is a day to bring awareness about Down syndrome (or Trisomy 21) and present a unified global voice advocating for the rights, inclusion, and well-being for people with Down syndrome. Down syndrome is a "naturally occurring chromosomal arrangement that has

always existed in humans and usually causes varying degrees of intellectual and physical disability with related medical issues.” Learn more about [Down syndrome](#) and how you can [join the global voice in action](#) on March 21.

SPRING 2022

Week 1: Faculty Reference Guide. Want to know more about the ADA, the purpose of accommodations, the provision of established accommodations, or CAR processes? [Visit our updated Faculty Reference Guide](#) to learn more! This [Faculty Reference Guide](#) is offered as a source of information and guidance with respect to the provision of reasonable accommodations for students with qualifying disabilities who are enrolled in LCC courses.

If you have questions or concerns not addressed in the [Faculty Reference Guide](#) please submit your questions/suggestions/feedback using [CAR's Staff and Faculty Input Ftestingorm](#).

Week 1: Alternate Testing Agreement (ATA).

Upon review of our practices through our continuous commitment to Lane's equity lens, it was determined that the option "I will proctor my own exams" created a barrier to our students choosing and utilizing testing accommodations. Beginning spring 2022, faculty should complete the Alternate Testing Agreement (ATA) for each class a Letter of Accommodation (LOA) has been received for as soon as possible in week 1 or upon receipt of an LOA throughout the term. The ATA has been updated to reflect this change as of March 7, 2022 when we began sending out spring 2022 LOAs. As noted on the ATA, you may contact [CAR Testing](#) before the exam with any additional information presented to students, including whether additional items will be permitted for use by students while taking the exam. We appreciate your support with ensuring LCC students are provided equitable and inclusive access to their learning environment.

Week 1: Accessible Tech Tips: Creating Accessible Digital Content - Inherently accessible digital content. Each week this term we will be featuring some digital accessibility tips to help you create content that is inherently accessible to as many people as possible. This week we wanted to kick off this segment with the purpose of creating inherently accessible content.

When we create content or material that is inherently accessible, we proactively prevent barriers to access and promote inclusion for all learners. When content is designed to

be inherently accessible, more people can engage with the material regardless of ability without as much need for accommodation or alternate formatting.

Please consider checking out Gronseth, Michela, and Oluchi Ugwu's article [Designing for Diverse Learners](#) as a great starting point for inherently accessible material and Universal Design. Additionally, [Instructional Design Services](#) offers robust resources for developing course content with accessibility in mind. We highly recommend engaging with the Accessibility module from the [Course Design Introduction training](#).

Week 2: Updated Faculty Reference Guide. Want to know more about the ADA, the purpose of accommodations, the provision of established accommodations, or CAR processes? Visit our updated [Faculty Reference Guide](#) to learn more! This Faculty Reference Guide is offered as a source of information and guidance with respect to the provision of reasonable accommodations for students with qualifying disabilities who are enrolled in LCC courses.

If you have questions or concerns not addressed in the Faculty Reference Guide please submit your questions/suggestions/feedback using CAR's [Staff and Faculty Input Form](#).