Dear Faculty,

Now that the Spring semester has begun, please take a moment to read the following information to familiarize yourself with AEC’s services. Please visit AEC’s website at www.sjsu.edu/aec for the most current information.

**Important Dates**

Apr. 1: Deadline for Notetaking packets

**Apr. 15: Deadline for students to submit Final Test Accommodations Forms**

May 14: Study Day, AEC working behind closed doors

May 15 - May 21: Finals, AEC Testing open 8AM – 10PM

May 21: Last day of AEC Testing

**Test Accommodations**

**Face-to-Face (Traditional) Courses**

The University’s conversion of all SJSU email accounts to GMAIL has caused delays in exams reaching AEC. For this reason, AEC is requesting Faculty to please not wait until the last minute before a scheduled test to submit exams as this may force exams to be rescheduled. Electronic submission further allows the production of exams in alternative formats (Braille, digital for text-to-speech, etc.) without delay to the student taking the exam on the scheduled day. A detailed description of both faculty and student responsibilities and additional changes can be found in the Faculty & Student Test Accommodations Regulations.

AEC testing schedule: Monday-Thursday 9AM to 8 PM and Friday 9AM to 4PM; Finals exam extended hours: 8AM to 10PM.

Accept delivery methods: 
1. Email (AEC preferred): aec-exams@sjsu.edu
2. Professor drop off: Admin 110
3. Fax: 408.924.5977

Return delivery methods: 
1. Email (AEC preferred)
2. Professor pick up
3. Fax

(AEC facilitates the prompt delivery and return of exams)

If you have not taken the opportunity to visit AEC’s Testing Center, AEC invites all recipients of this bulletin to take a moment and walk over to the Industrial Studies (IS) building 223. A virtual tour is also available on our website.

**Hybrid/Blended Courses**

Hybrid/blended courses which require students to meet in a standard classroom to complete examinations under proctored conditions will receive a confidential email from an AEC counselor with notification of a student’s prescribed accommodation(s). A sample email including the process of approving prescribed accommodation(s) can be found by visiting AEC hybrid/blended courses.

**Online Courses**

Faculty teaching online courses with only Canvas hosted examinations will receive a confidential email from an AEC counselor with notification of a student’s prescribed accommodation(s). Faculty needing assistance extending testing times through Canvas should visit the Canvas Help Center.

**Blind or Visually Impaired**

There has been a significant increase of blind or visually impaired students attending SJSU in the last 12 months. Faculty working with this population of students will receive a confidential email from an AEC counselor with notification of the student’s prescribed accommodation(s) along with information on how to create equal access to curriculum materials for this student population.
Accessible Furniture

Students registered with the AEC may be using chairs and/or tables specifically placed in the classroom during the semester. AEC asks that faculty assist the University in accommodating students by ensuring they have priority use of furniture during class time and that the furniture remain in the classroom until the end of the semester. Should the furniture “disappear” at some point in the semester, please notify the AEC immediately at 408.924.6000.

After-Hours Elevator

If you have a student in your class with mobility needs, and the student must use an elevator to access your classroom, the AEC is providing you with information to assist you and the student for after-hours support in the event the elevator is non-functioning.

For assistance after 5:00 PM call the University Police Department (UPD). UPD will call the Facilities Developments & Operations (FD&O) On-Call Manager. The On-Call Manager will contact Kone, elevator maintenance service under contract. The contract stipulates Kone has 1 hour to arrive on campus for a call back.

Creating Accessible Instructional Materials

In 2007, the California State University (CSU) system launched a system-wide Accessible Technology Initiative (ATI) to ensure a culture of inclusive learning, in following with state and federal laws mandating access to technology. The ATI reflects the CSU’s ongoing commitment to provide access to informational resources and technologies to individuals with disabilities. The Accessible Education Center, on behalf of the University, worked with the Center for Faculty Development in order to provide access to tutorials and trainings on best practices for the creation of accessible instructional materials. Faculty can request individual consultations or attend scheduled workshops: http://www.sjsu.edu/cfd/

Fast Facts for Faculty

Fast Facts for Faculty is an educational tool for faculty on the go and is designed to offer practical information to facilitate teaching and interacting with diverse learners, including students with disabilities. Each Fast Facts for Faculty issue unfolds information relevant to the dynamic needs of professors in the classroom and the issues identified in both student and faculty focus groups and surveys. Current issue: Mental Health. All other issues can be found on the Fast Facts for Faculty website.

Notetaking Services

The AEC is requesting your help and support acquiring notetakers for students with disabilities enrolled in your courses. Should you be presented with a Notetaker Request Memorandum the memorandum will inform you of the method in which to secure a notetaker. If the method is a general announcement to the class please make an announcement to your classes during the first, second and third class meetings announcing the need for a student notetaker for students with disabilities. Below is the general announcement language:

“A student in this class is in need of a notetaker. If you take clear, legible notes and are interested in being a notetaker, come up after class to meet the student. Notetakers are eligible for priority registration for the following semester. A student taking notes on a laptop is preferred.”

Volunteers must meet with the registered AEC student to receive priority registration information and make arrangements to exchange notes.

Center for Accessible Technology (CAT)

CAT staff provides assistive technology training and alternative media services to eligible students registered with AEC. Students referred for training learn to utilize the very latest in assistive technology hardware and software. Students referred for alternative media receive instructional/educational access through the production of alternative media formats including Braille, e-text (electronic text), mp3, and large print for only curriculum-related materials. For more information please read the Alternative Media Policies.

Deaf & Hard of Hearing Program (DHOH)

Deaf & Hard of Hearing Program provides educational sign-language interpreting and educational real-time captioning services to students and employees of San Jose State University. For more information please visit DHOH (408) 924-6542 or Email: aec-dhoh@sjsu.edu. For assistance in captioning course videos visit the Center for Faculty Development.