DEAR FACULTY

As we begin the Fall 2017 semester, it is important for you to take time to read the following information regarding AEC's implementation of our new online portal MyAEC. Faculty will be working in partnership with AEC in providing accommodations to students through MyAEC. Please visit AEC’s website at www.sjsu.edu/aec for current information for AEC students and faculty.

ANNOUNCEMENTS

MyAEC Launch

The Accessible Education Center (AEC) is pleased to announce the launch of MyAEC, an online portal for students and faculty. The AEC faculty bulletin generally provides information regarding AEC’s partnership with faculty in accommodating students. However, this Fall 2017 this bulletin is dedicated to MyAEC as a guide to navigating student accommodation information and requests through MyAEC. For more information on AEC, please visit our website at www.sjsu.edu/aec.

AEC Testing Hours of Operation

AEC Testing Hours of Operation are: Monday - Friday 9AM to 5PM

AEC is working to extend testing operation hours to assist students and faculty with late afternoon and evening classes.; more information will follow. Please see Faculty & Student Communication (pg. 2) for additional information.

IMPORTANT DATES

October 6 Deadline for Notetakers to register with AEC

December 13-15, 18-19
Final Exams, AEC Testing open 8 AM - 10 PM

November 1 Deadline for students AND faculty to submit Final Test Accommodation Forms through MyAEC

December 19
Last Day of AEC Testing

December 12 Study Day
AEC working behind closed doors

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Dear Faculty

MyAEC Communication

The majority of AEC communication with faculty regarding accommodations will take place via MyAEC. All email communication will be sent to the faculty member’s SJSU issued email. Faculty who prefer to use an email address other than their SJSU should forward their SJSU email to the preferred email address. The AEC website has a tutorial on forwarding SJSU emails to personal email addresses.

Throughout the semester faculty need to check their SJSU email for MyAEC information and testing accommodation requests. Please know these emails are time sensitive as they provide curriculum accommodation information and test accommodation information and next steps.

Faculty & Student Communication

Communication between faculty and students is integral to student success and understanding. AEC informs students utilizing accommodations to introduce themselves to faculty to discuss any questions either you or the student may have regarding accommodation arrangements. Please meet with students during office hours in light of confidentiality and to discuss exam accommodations and scheduling.

It is important to note that students may not be testing at the same time as the class due to a student’s accommodation of extended time and course schedule. AEC asks that faculty and AEC students communicate regarding scheduling exams if they are scheduled outside of the class meeting time.

MyAEC Faculty Notification Letter

After students apply for accommodations with AEC, faculty will receive an email notification containing the student’s identifying information, accommodation(s) and additional notifications and information regarding student responsibility and action. This information is for your knowledge; there is no action required from faculty at this time.

Within the faculty email notification letter there is a red box with text containing the following statement:

“This is a notification that AEC has received a request from a student in your course to test with accommodations. Click the following link to submit the dates, times and test administration instructions for all of your course quizzes, exams, midterms, and finals for the semester. The information you provide will be used in AEC’s administration of accommodated exams:

MyAEC GUIDE (cont.)

MyAEC Faculty Notification Letter (cont.)

Failure to provide the necessary information for AEC to administer exams on behalf of faculty will result in a delay in the administration of the exam and the need for students to reschedule at AEC’s testing availability.

Faculty who have multiple students in their course(s) with identical exam files and instructions should email aec-exams@sjsu.edu to inform AEC staff that the same exam arrangements can be applied to all students in this course. Faculty can also email aec-exams with regards to any updates or changes to their exam/exam instructions.

Student Responsibility

Students may also submit a request for exam accommodations, even if the professor has not yet filled out the requested testing information - in these instances, faculty will receive an email from MyAEC notifying them of this request, and asking faculty to submit the requested exam files and individual exam instructions and information. Students are able to view the approved aids and additional information faculty will submit for the students’ requested test date. Students are NOT able to view the professor’s contact information.

AEC informs students that the deadline to request exam accommodations is 5 business days in advance of the exam date. Exams scheduled after this timeframe will be scheduled pending professor approval and AEC Testing’s availability.

Exam Method of Delivery & Return

Faculty will need to submit the exam in one of the following ways:

1) Professor drop off in ADMIN 110/IS 223
2) Email to aec-exams@sjsu.edu
3) Canvas exam access (with/without password and lockdown browser)
4) MyAEC upload

Faculty can request exam returns by:

1) Email (Faculty must specify their return email address in MyAEC)
2) Professor pickup in ADMIN 110/IS 223
3) Canvas return

Please note that if faculty choose to upload via MyAEC, each upload can only consist of 1 file. Additional files will require faculty to submit separate uploads through the MyAEC link. Faculty will receive a confirmation email once the files have been successfully uploaded.

If AEC does not receive an exam 2 days prior to the exam date, faculty will receive an email from MyAEC reminding faculty to submit the requested exam. When faculty receive notification that the student’s exam must be administered in an alternative format (Braille, Natural Reader, JAWS, etc.), AEC must receive the exam no later than 5 days prior to the student’s scheduled exam date.

CONTACT US

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www.sjsu.edu/aec
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Office Hours
Mon/Tues 9AM – 12PM & 1 – 5PM
Wed 10AM – 12PM & 1 – 5PM
Thurs/Fri 8AM – 12PM & 1 – 4PM
Final Exam Information (December 13-15, 18-19)

The deadline for students to submit final exam accommodation requests through MyAEC is November 1st. Students who submit final exam accommodation requests after November 1st will be placed on a waiting list and will be assigned an exam date and time at AEC Testing’s availability.

November 1st is the deadline for faculty to approve testing information for final exams through MyAEC (see link in student(s) faculty notification email). Without faculty approval by November 1st AEC will not be able to accommodate the student at the requested date and time due to the large number of final exam requests. The student will then be assigned an exam date and time at AEC Testing’s availability. If a student does not submit a request for finals by AEC’s deadline date faculty should still approve the final exam testing information by November 1st as this will assist the AEC in scheduling the student’s late request.

Notetaking Information

For students receiving notetaking accommodations, faculty will receive an email from AEC containing information for the faculty, AEC student(s), and notetaker. The email will also contain a Google Form link that faculty will forward to the class notetaker specifically. Please DO NOT disperse this link to the entire class as it is important to maintain confidentiality for the AEC student.

MyAEC Guide Follow Up

AEC acknowledges there will be technology glitches during our first semester roll-out of MyAEC. We ask for your patience and understanding as we work to correct these glitches. Please do not hesitate to email AEC at aec-info@sjsu.edu, or call at 408.924.6000, to report a glitch and/or with any questions. Thank you!
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DEAF AND HARD OF HEARING PROGRAM

Deaf & Hard of Hearing Program Services provides educational sign-language interpreting and educational real-time captioning services to students. For more information please contact the DHQH Program. For assistance in captioning course videos visit the Center for Faculty Development.

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

“For most of us, technology makes things easier. For a person with a disability, it makes things possible.”

-Judy Huemann, Former Assistant Secretary, U.S. Department of Education

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/](http://www.sjsu.edu/cfd/)
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DID YOU KNOW?
FOR MORE INFORMATION ON WORKING WITH AEC STUDENTS, CHECK OUT AEC’S WEBPAGE “FACULTY RESOURCES.”

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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 includes information relevant to the dynamic needs of professors in the classroom and the issues identified in both student and faculty focus groups and surveys. Currently AEC has produced 5 issues, which can be found on the Fast Facts for Faculty website.

The Fall 2014 Mental Health issue features the following topics:
• Mental Health as a state of well-being
• Depression and anxiety on campus and how to recognize signs of emotional distress
• Responding to students through tips for managing stress and listening nonjudgementally
• Mental Health intervention programs, and community and campus resources

The Fall 2011 Working with Deaf and Hard of Hearing Students issue features the following topics:
• Cultural perspectives on Deafness
• Suggestions for communicating and interacting with Deaf students in the classroom
• Tips for working with educational sign language interpreters and captioners
• Laws governing equal access for Deaf and Hard of Hearing individuals
• Information about the Deaf and Hard of Hearing Services Program at SJSU

The Spring 2009 Traumatic Brain Injury (TBI) & Post Traumatic Stress Disorder (PTSD) issue features the following topics:
• PTSD and TBI Definitions
• Prevalence of PTSD and TBI
• PTSD and TBI Characteristics
• Research-based classroom practices and strategies
• Students’ perspectives: What students with PTSD &/or TBI wish professors would know about them
• Community & Campus Resources
• Potential classroom/course modifications
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Did You Know?

AEC ADMINISTERED 830 FINAL EXAMS IN SPRING 2017. THIS IS A 6% INCREASE FROM SPRING 2016

Fast Facts for Faculty (Cont.)

The Fall 2007 to Spring 2008 Autism, Asperger’s and Non-Verbal Learning Disorders issue features the following topics:

- Glimpse into Autism
- Advantages of Asperger’s
- Communication
- Resources for further exploration
- Characteristics of Autism and Asperger’s
- Classroom & teaching practices
- SJSU students’ perspective

The Fall 2006 Universal Design for Learning issue features the following topics:

- How to enhance learning for ALL students through Universal Design for Learning (UDL).
- Suggestions for considering creative approaches for group work.
- Section 508 of the Rehabilitation Act (modified 1998). What professors need to know.
- How to handle student disruption during or following a classroom discussion.

The Spring 2006 Communication & Interaction for Faculty issue features the following topics:

- How to handle excessive class absence regarding student with a disability.
- Suggestions for approaching & communicating with a student at risk of failing your course.
- Tips to bolster professor-student communication & interaction.
- Disability green sheet statement S05-14.
- How to identify if a referral to the AEC for a learning disability assessment may be warranted.