Dear Faculty,

Welcome to the Spring 2014 semester. In preparation for this semester the Accessible Education Center (AEC), formerly the Disability Resource Center, has created this bulletin to inform you of some changes and updates.

The AEC’s committed to improving the delivery of its services; towards this end, we encourage you to share your suggestions with us. Please take a moment to review this information to familiarize yourself with AEC and our services. For the most current AEC updates visit www.sjsu.edu/aec.

Special Announcement

34th Annual Recognition Awards Program
“Accessible Paths to Success”
April 3, 2014

Recipients of this bulletin who wish to attend please contact AEC

On April 3rd AEC’s Testing Suite will operate on a modified scheduled opening at 9AM and closing at 2PM.

Test Accommodations

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. AEC facilitates the prompt delivery and return of exams; 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 side by side view of both faculty and student responsibilities and additional changes can be found in the Faculty & Student Test Accommodations Regulations.

AEC will continue to administer exams Monday-Thursday 9AM to 8 PM and Friday 9AM to 4PM.

AEC will continue to accept delivery of exams by one of three methods:
1. Email (AEC preferred): aec-exams@sjsu.edu
2. Professor drop off: Admin 110
3. Fax: 408.924.5977

Completed exams will only be returned to faculty by:
1. Email (AEC preferred)
2. Professor pick up
3. Fax

If you have not taken the opportunity to visit AEC’s Teing 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.

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 at 408.924.6000 immediately.
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. Impetus for Fast Facts for Faculty grew out of SJSU faculty survey and focus group findings. 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 issues available:

- Mental Health *(coming soon)*
- Working with Deaf and Hard of Hearing Students
- Traumatic Brain Injury (TBI) & Post Traumatic Stress Disorder (PTSD)
- Autism, Asperger’s, and Non-verbal Learning Disorders
- Universal Design for Learning (UDL)
- An Educational Tool for Faculty On The GO

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 (confidential or announcement). 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. The AEC has provided you with the following 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.

Creating Accessible Instructional Materials

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/

Deaf & Hard of Hearing (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

Important Dates

Feb. 3 - Mar. 20: AEC drop-ins, see AEC website for weekly updates
Apr. 3: 34th AEC Annual Recognition Awards Program
Apr. 11: Deadline for Final Test Accommodations Forms
May 14: Study Day, AEC working behind closed doors
May 15: Finals, AEC Testing open 8AM – 10PM
May 16: Finals, AEC Testing open 8AM – 10PM
May 19: Finals, AEC Testing open 8AM – 10PM
May 20: Finals, AEC Testing open 8AM – 10PM
May 21: Finals, AEC Testing open 8AM – 10PM
*(Last day of AEC Testing)*