

FALL 2018

AEC FACULTY BULLETIN

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DEAR FACULTY

As we begin the Fall 2018 semester, it is important for you to take time to read the following information regarding AEC's implementation of our 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.

The AEC faculty bulletin provides information regarding AEC's partnership with faculty in accommodating students. This Fall the 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.

ANNOUNCEMENTS

MyAEC Updates

The Accessible Education Center is happy to announce that since the launch of [MyAEC](#) in Fall 2017, we have continued to add new features, such as the AEC Notetaker Portal.

This fall AEC launched a new website with updated information for both faculty and students.

AEC Testing Hours of Operation

AEC Testing Hours of Operation are: Monday - Friday 8:30AM 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

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

Dec 11 Study Day
AEC working behind closed doors

Dec 12-14 and 17-18 Final Exams, AEC Testing open 8 AM - 10 PM

Dec 18 Last Day of AEC Testing

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MyAEC GUIDE

MyAEC Communication

The majority of AEC communication with faculty regarding accommodations takes place via MyAEC. All email communication is sent to the faculty member's email address on file in MySJSU (AEC's preference is your SJSU email to maintain confidentiality and authenticity). Faculty who prefer to use an email address other than their SJSU email 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 AEC will contact faculty through MyAEC with 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 request their prescribed accommodations via MyAEC, faculty will receive an email notification containing the student's identifying information and requested accommodation(s).

For students with Testing Accommodations, within the faculty email notification letter **there is a red box** with a link that faculty need to complete. The box contains 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:

<https://hood.accessiblelearning.com/SJSU/ContractInstructor.aspx?ID.>"

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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@sjsu.edu 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 non-final exam accommodations is 5 business days in advance of the exam date. Exams scheduled after this time frame 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 in one of the following ways:

- 1) Email (Faculty must specify their return email address in MyAEC)
- 2) Professor pickup in ADMIN 110 or 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.

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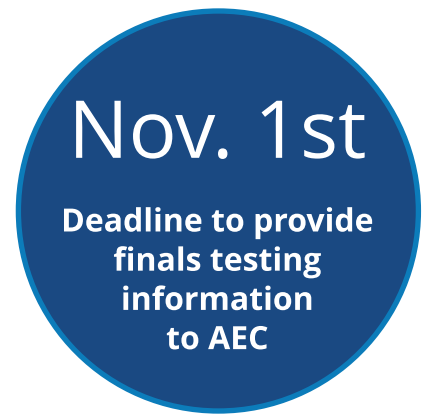
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MyAEC GUIDE (CONT.)

Final Exam Information (Dec 12-14 and 17-18)

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 date and time closest to their request pending AEC availability.

AEC asks faculty support by completing the Faculty Test Accommodation form by November 1st. Please remember to include finals information regardless of if a finals request has been made in MyAEC by November 1st. Without faculty approval by November 1st, AEC will reschedule the date and time of the student's final exam to match the University Final Exam Schedule.



Notetaking Information

The AEC has a new notetaking process. AEC will now manage the recruitment of all notetakers. Notetaking is managed through the MyAEC portal and it is anonymous. Going forward no action will be needed on behalf of faculty in recruiting a notetaker. You will receive a message with the selected notetaker's information. Please know that at times we may enlist your assistance to help AEC secure a notetaker if our recruitment process does not result in finding a volunteer.

MyAEC Guide Follow Up

AEC acknowledges there will be technology glitches as AEC works to update and release new features in 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!

CENTER FOR ACCESSIBLE TECHNOLOGY (CAT)

AEC's CAT staff provides assistive technology training and alternative media services to eligible students. 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 curriculum-related materials exclusively. For more information please visit the [Center For Accessible Technology's Webpage](#).



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WHAT FACULTY NEED TO KNOW ABOUT MYAEC EMAILS

When a student registers with the AEC and requests accommodations for your course, MyAEC will send an email to your email address on file in MySJSU (AEC's preference is your SJSU email to maintain confidentiality and authenticity). **This email contains brief important information you need to know.**

- Accommodations student is receiving
 - This is for your reference only, no action is required
- Additional notification(s) about the student
 - This section **may require action** on your part. Ex: Information on working with Blind or Visually Impaired Students
- The **Red Box** contains information on how to complete the Faculty Test Accommodation Form
 - This box is where you will provide AEC with all of the course Quizzes, Exams, Midterms and Final information for the semester (dates, times, length of exam, any aids, etc.).
 - **If this information is not provided by you, your student will not be able to submit test requests for your course.**
- Additional information regarding accommodations, such as how to extend time on Canvas.

You will receive an email from MyAEC when a student requests to test with the AEC Testing Center. This email will contain information about the day and time the student requested to test.

- If you **approve** of their date/time all you need to do is send the test to the AEC
- If you **do not approve** of the date/ time you must inform the AEC so the student's exam can be rescheduled. Note: if the AEC does not receive notice from the faculty that a student may not test on a specific date/time the AEC will administer the exam as requested by student
- Please note: due to back-to-back classes students may need to schedule your exam at a different time from the course exam to allow for extended time.

You may receive additional emails from MyAEC if your student reschedules.

DID YOU KNOW ?

THE CENTER FOR ACCESSIBLE TECHNOLOGY (MLK 230) HAS STUDY AREAS AND COMPUTERS FOR STUDENTS WHO NEED A QUIET PLACE TO STUDY.

THE AEC TESTING CENTER HAS EXTENDED HOURS DURING THE FINAL EXAMS PERIOD.

AEC ADMINISTERED 3,006 EXAMS DURING FALL 2017.

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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 [DHOH 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/>

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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 [Fall 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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FAST FACTS FOR FACULTY (CONT.)



The [Fall 2007 to Fall 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 [Fall 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