

# Meeting Minutes - September 25th, 2020

## CT AHEAD Roundtable Meeting – Accommodations in the time of COVID-19

### Jen called the meeting to order at 10:00am (25 in attendance)

* Jen introduced Board Members and Board made announcements
  + Meeting recorded for later viewing
  + Membership forms can be submitted now, payment can be made by end of year
    - Form located on [Membership page](https://ctahead.org/membership) (at the bottom)
    - Email form to Tracy Carlson ([trcarlson@hartford.edu](mailto:trcarlson@hartford.edu))
  + 5th Board Position will be sent to members for voting [results of voting included here]
    - Digital Information Officer position approved October 2nd – [Bylaws updated](https://ctahead.org/about/bylaws/)
    - Morgan Sutton Elected into position October 19th, and will hold position for remainder of this term and continue through next term
* Acknowledgement of how difficult the year has been
  + Moving to remote work, campuses preparing to reopen, keeping accessibility in mind
  + Increased social unrest in the country
* Reminder that our work should be viewed through an anti-racism lens
  + Ongoing work will continue – November 13th, meeting devoted to intersectionality
  + CT AHEAD created a [formal statement](https://ctahead.org/wp-content/uploads/2020/10/CT-AHEAD-Anti-racism-Statment.pdf) on understanding the relationship between race and disability in our education system
  + Send any resources for sharing with members to [board@ctahead.org](mailto:board@ctahead.org)

### Discussion on implementing accommodation in the time of Covid

* Testing Accommodations Discussion:
  + Safety measures in testing centers with proctors
  + More faculty providing alternative means of testing
  + Using online testing methods – learning how to extend the time in LMS
  + Without testing centers, space is limited due to campus Covid procedures
    - Challenging for faculty to reserve rooms for providing their own accommodations
    - Trying to help faculty provide alternate means of assessment other than “timed in-person exams”
  + Student struggles with online testing
    - Distraction reduced settings for exams (control of their environment)
    - Anxiety/intimidation over “begin watched” through the online testing system
  + Including UDL information on accommodation letters
  + Helping faculty determine what are essential course requirements
* Clear Masks Discussion:
  + Procurement issues – waiting for campus coordination
  + Who should have access (faculty, “front desk” workers, etc.)?
  + Concerns over FDA approved, fogging, how to distribute
  + Offices have available for when requested
  + Types of masks folks have ordered:
    - [The ClearMask](https://www.theclearmask.com/)
    - [Rafi Nova](https://rafinova.com/)
    - [S&H Uniforms](https://www.sandhuniforms.com/)
* Mask Exemption Request Discussion:
  + Health Center coordinating exemptions
    - No exemptions authorized – no mask alternatives equitable
    - Option is to be remote
  + Legal Counsel standing behind no exemptions appropriate
    - CDC guidelines/recommendation back-up this stance
  + What to do when exemption request is adequate and no alternative is possible (hands-on work required on-campus); suggestions included:
    - Waiting until mask requirements lift from CDC
    - Accommodation of allowing student to repeat previous material at no cost – as audit – in order to transition back into program
    - Set up cameras/filming in order for student to stay refreshed / up-to-date on current progression in program
* Equipment Loan Procedures Discussion:
  + How to change procedure:
    - Request forms are all online, students can request before arrival
    - Website lists what is available and how to use
    - Contactless pick-up or mailed to students
    - Students keeping pens over the summer to keep using in the fall
    - Training on technology and pens over Zoom
  + General seeing fewer need / requests for equipment loans
    - Recording of classes for rewatching
    - More information relevant to course material shared on CMS (PPTs, etc.)
  + Discussion over recording concerns
    - Letter of accommodation can include agreement statement
    - Statement about recording being a note taking device (explaining what this means)
    - Adding to student handbook – recording agreements for all students
    - Addressing confidentiality of other students
      * Everyone takes note or no one
      * Note taker assigned to take notes without names for distribution
      * What is the purpose of note taking? – This is the way this student takes notes
      * Faculty should include statement in syllabus or it should be a non-issue
* Tutoring Support Discussion:
  + Support has moved online
  + Increased resources provided online
  + Accommodation of “extra appointments” or more flexibility over tutoring limits
  + Advocate for one-on-one or additional hours
  + Help get students connected to resources
  + Provide direct academic support through accommodations office
  + Is it really content support they need, or coaching / skill support?
  + Use student internships to provide peer-to-peer support
* Participation Discussion:
  + Not having the camera on
  + Knowing - what does participation look like?
  + Not only disability related, but “letting people into personal lives”
  + Allowing flexible participation based on faculty and student discussion and agreement
  + Faculty are struggling to teach via Zoom and engage students
    - Provide real-time feedback to assist
    - Encourage dialogue between students and faculty
    - Facilitate conversations as needed
  + Helping students understand how to use Zoom for engagement
* Live Captioning Discussion:
  + Challenge – who pays for this? (based on who needs it?)
    - Is this an actual student need (accommodation)
    - Is this a faculty preference (departmental/institutional)
  + Universal design access
    - Campus licenses
    - Free programs (Google, PPT, Microsoft, etc.)
  + Creating steps for individuals/offices to follow, rather than “bouncing” from one office to another for the support
* FM/DM Units Discussion:
  + Issues/concerns around shared devices
  + Use of universal design access in classrooms (microphones)
  + Resources:
    - [CREC: Soundbridge](http://www.crec.org/soundbridge/)
    - [National Deaf Center](https://www.nationaldeafcenter.org/)
  + Question of where to rent units from when audiologist isn’t involved?
* Office Safety Protocol Discussion:
  + Virtual vs in-person meetings (with safety measures)
  + No walk-ins allowed
  + Virtual “drop-in” times
  + Letters are generally being emailed
* General Student Challenges Discussion:
  + Isolation / how to keep students engaged
  + How to support each other as staff
  + Learning how to efficiently use technology as they continue to adapt

### Resources added to [Members Only Website](https://ctahead.org/resources/members_only/)

* Universal Design language and essential course requirements language for accommodation letters
* Email language regarding accessibility changes due to Covid
* Email language in response to faculty with recording concerns
* Meeting archives

### Meeting ended 12:00pm

Respectively Submitted,

Crystal Rose Hill

CT AHEAD Secretary