

# 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)
	+ 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

### 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