

Faculty Assembly Disabilities Subcommittee

Agenda prepared by Co-Chairs Leo P Bruederle and Amy Vidali

Wednesday, 12 February 2014, 2:00-3:00PM, Auraria Library Friends Conference Room

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Barbara Dray (Secretary, SEHD), Jeff Schweinfest (CLAS Advising), Judith Valdez (Auraria Library), Amy Vidali (Co-Chair, CLAS).
 - a. membership unclear: A Lema-Hincapie (CLAS), J Mercado (CAM)
2. Announcements
 - a. Subcommittee Operating Principles submitted (Amy) – not yet on website
 - b. Brief Review of Minutes and Priorities (Amy)
3. Focus for this semester:
 - a. Faculty Accommodation Process
 - i. grievance procedure for faculty accommodation process
 - ii. promotion of faculty accommodation process (wait until Fall?)
 - b. Campus syllabus statement on disability
 - i. draft syllabi statement, circulate to in-groups
 - ii. revise and relocate “Disability Information for Faculty” website
 - c. Other Concerns/Issues
 - d. Subcommittee meeting schedule: Spring 2014

Tentative DisC Schedule		
March 12, 2014	2:00 pm – 3:00 pm	Friends Conference Room, Auraria Library
April 9, 2014	2:00 pm – 3:00 pm	Friends Conference Room, Auraria Library
May 14, 2014	2:00 pm – 3:00 pm	Friends Conference Room, Auraria Library
Faculty Assembly and FA Executive Committee		
March 4, 2014	10:00 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
April 1, 2014	10:00 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
May 6, 2014	10:00 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room

4. Future/Ongoing agenda items:
 - a. Mental health support: Barbara suggested a review of CARE (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE)
 - b. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
 - c. Implement accessibility review of Auraria Campus (A Vidali)
 - d. Implement accessibility review of digital education initiatives (J Addison)
 - e. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie)

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 - a. membership unclear: A Lema-Hincapie (CLAS), J Mercado (CAM)
2. Announcements
 - a. Subcommittee Operating Principles submitted (Amy) – not yet on website
 - b. Brief Review of Minutes and Priorities (Amy)
3. New Business:
 - a. DRS: Helping faculty help students
 - i. Faculty Development: training for faculty
 - ii. Powerpoint slide
 - b. Meetings: Consider Wednesday morning for future meeting
 - c. Campus syllabus statement on disability
 - i. draft syllabi statement, circulate to in-groups
 1. have final statement to circulate by next meeting (3/12)
 - ii. revise and relocate “Disability Information for Faculty” website
 1. create “disability in the classroom” companion site
 - d. Subcommittee meeting schedule: Spring 2014

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4. Future/Ongoing agenda items:
 - a. Faculty Accommodation Process
 - i. grievance procedure for faculty accommodation process
 - ii. promotion of faculty accommodation process (wait until Fall?)
 - b. Mental health support: Barbara suggested a review of CARE (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE)
 - c. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
 - d. Implement accessibility review of Auraria Campus (A Vidali)

- e. Implement accessibility review of digital education initiatives (J Addison)
- f. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie)

Faculty Assembly Disabilities Subcommittee

Draft Agenda prepared by Co-Chairs Leo P Bruederle and Amy Vidali

Wednesday, 19 March 2014, 9:15-10:15a, Auraria Library Friends Conference Room

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Jeff Schweinfest (CLAS Advising), Judith Valdez (Auraria Library), Amy Vidali (Co-Chair, CLAS). On leave: Barbara Dray (Secretary, SEHD)
2. Announcements
 - a. Amy on sabbatical in Fall, Leo will chair
3. New Business:
 - a. House-keeping:
 - i. do May 7 instead of May 14?
 - ii. lack of membership – checked with Joanne, waiting to hear back
 - iii. anyone want to be Secretary while Barbara is gone?
 - b. Do we have funding for this committee?
 - c. Deciding main priority project for the rest of the semester. Options:
 - i. Campus syllabi statement on disability
 - pro: very much needed; con: little buy-in from other colleges given our committee membership
 - see existing drafts
 - ii. Develop grievance policy for faculty accommodations
 - pro: needed!; con: might take some time, no response from HR
 - see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx>
 - iii. Update Disability Information for Faculty website
 - pro: out of date, comes up in Google searches; con: not super-exciting
 - see current site: <http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>
 - iv. Initiate AHEAD review of DRS
 - pro: might help DRS, give a better picture of disability on this campus; con: we haven't started this, needs DRS buy-in
 - see AHEAD materials: https://www.ahead.org/program_eval_tools
 - d. Subcommittee meeting schedule: Spring 2014

Tentative DisC Schedule		
March 19, 2014	9:15-10:15a	Friends Conference Room, Auraria Library
April 9, 2014	9:15-10:15a	Friends Conference Room, Auraria Library

May 7, 2014	9:15-10:15a - ??	Friends Conference Room, Auraria Library
Faculty Assembly and FA Executive Committee		
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4. Possible Future Projects

- a. Implement accessibility review of Auraria Campus (A Vidali)
- b. Implement accessibility review of digital education initiatives (J Addison)
- c.

Faculty Assembly Disabilities Subcommittee

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2. Announcements
 - a. Amy on sabbatical in Fall, Leo will chair
3. New Business:
 - a. House-keeping:
 - i. meeting moved from May 7 to May 14
 - ii. membership issues
 - report from Joanne Addison on Faculty Assembly recruitment
 - brainstorm of who we can contact
 - a. Jeff to contact advisors
 - b. Amy to contact Lisa Keranaen, Susan Rexroth, Marjorie Levine-Clark, Bryn Harris, and Ann Martin
 - c. Amy may locate a substitute for herself while on sabbatical in the Fall
 - iii. secretary duties will be rotating until Barbara returns
 - b. committee funding
 - i. Leo contacted Karin Rees; in process
 - c. **main priorities for this semester** (narrowing down from too many project)
 - i. Campus syllabi statement on disability
 - worked on statement, narrowed down draft and legal discourses
 - Amy will send possible draft for feedback and revise to have a solid draft the next meeting
 - will send to DRS for feedback
 - need to locate other sources for feedback
 - ii. Update Disability Information for Faculty website
 - current site:
<http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>
 - seek a Faculty Assembly location for this site before revising, then include as link in resources for syllabi statement
 - d. **future projects** (de-prioritized due to lack of committee members and other commitments, but will return to these)
 - i. Develop grievance policy for faculty accommodations
 - see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx> - this has been approved by legal

- need to research other policies at other universities
- ii. Initiate AHEAD review of DRS
 - see AHEAD materials:
https://www.ahead.org/program_eval_tools
 - need a stronger relationship with DRS for this project, not response to recent emails
- e. Subcommittee meeting schedule: Spring 2014

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f.

Faculty Assembly Disabilities Subcommittee
Draft Agenda prepared by Co-Chairs Leo P Bruederle and Amy Vidali
Wednesday, 8 April 2014, 9:15-10:15a, Auraria Library Room 118

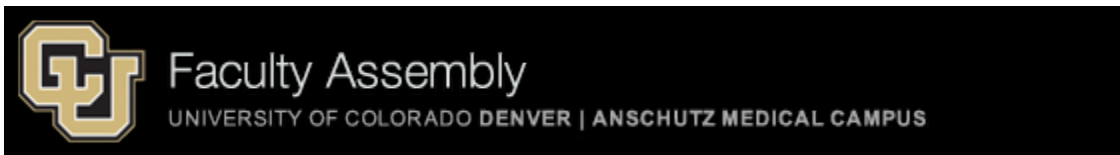
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2. Announcements
 - a. Faculty Assembly currently making decisions about stipends (Leo?)
 - b. Next meeting is below
 - c. DRS is currently serving 650 students (!), up from 250 the last time I asked. I am awaiting a break-down by disability type. (Susan Rexroth has been out sick, but I'm reconnecting with her – Amy.)
3. New Business:
 - a. Concern: 4th floor hallway of North Classroom, TRIO is using hallway as office space so not accessible – how to notify? (Amy)
4. Old Business:
 - a. Updates on recruitment?
 - i. Jeff and advisors
 - ii. Amy contacted Lisa Keranen (COMM), Marjorie Levine-Clark (CLAS), and Ann Martin (BUS)
 - b. Campus syllabi statement on disability**
 - i. draft sent prior to meeting, feedback received
 - ii. see possible statements and questions attached to this agenda
 - c. Update Disability Information for Faculty website (Amy)
 - i. current site:
<http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>
 - ii. only option with the Faculty Assembly site is to add to the current DisC website, but this will not work
 - iii. have queried Center for Faculty Development (Donna Sobel)
 - iv. another idea if CFD says no?
5. Possible future projects
 - a. Develop grievance policy for faculty accommodations
 - i. see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx> - this has been approved by legal
 - ii. need to research other policies at other universities
 - b. Initiate AHEAD review of DRS
 - i. see AHEAD materials: https://www.ahead.org/program_eval_tools
 - ii. need a stronger relationship with DRS for this project, not response to recent emails

Tentative DisC Schedule		
April 9, 2014	9:15-10:15a	Room 118, Auraria Library
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DisC: Universal Syllabi Statement on Disability (revised)

4.8.14

- Of the three versions, which do you like best?
 - I like **version #2**. It seems more personal. (Judith)
 - Also liked **version #2** (changed require to need). (Jeff)
- Any suggestions for language to remove, or language to add, from the syllabi statement?
 - I would suggest putting the contact information for the DRS at the end, possibly as a note. (Judith, let's discuss)
- Any thoughts on the Q&A – questions to add or remove or rephrase?
 - I am assuming that the syllabi statement is required. Would that be a question that faculty would ask, i.e. Am I required to use this statement in my syllabus? If so, should we address it in the Q & A? (Judith – added, Amy)
- Who should we circulate this to for feedback before taking to Faculty Assembly?
 - Maybe some of the department chairs who might have an interest in this issue? (Judith)
 - Possibly someone in HR? (Judith)
 - CLAS diversity council (Amy)
 - will sent to Tara Wood, has published on this (Amy)
 - other places for faculty feedback (Amy)
 - circulate to DRS last (Amy)
- other issues
 - is title okay? (Universal Syllabi Statement on Disability)
 - is “Disability and Access” what we want?
 - other FAQs? what resources for the bottom?
 - should we have the website done first?
 - timeline?



Universal Syllabi Statement on Disability

PURPOSE: To encourage student success and comply with federal law, the Faculty Assembly Disabilities Committee (DisC) has constructed the following Universal Syllabi Statement on Disability. This statement has been approved by Faculty Assembly. It was designed according to best practices in the field (Madden and Wood, __), and has been reviewed by Disability Resources and Services (DRS), ____, and ____.

1) Disability and Access

The University of Colorado Denver is committed to ensuring the full participation of all students in its programs, including students with disabilities. I encourage you to contact Disability Resources and Services (DRS) and/or speak with me if you have a disability or think you have a disability, and need accommodations to succeed in this course. (DRS is located in NC 2514, phone 303-556-3450/TTY 303-

556-4766, or locate the website.) I am committed to providing equal access as required by federal law, and I look forward to developing strategies for your success in this course.

2) Disability and Access

The University of Colorado Denver is committed to ensuring the full participation of all students in its programs, including students with disabilities. If you have a disability or think you have a disability and need accommodations to succeed in this course, I encourage you to contact Disability Resources and Services (DRS) and/or speak with me. (DRS is located in NC 2514, phone 303-556-3450/TTY 303-556-4766, or locate the website.) I am committed to providing equal access as required by federal law, and I am interested in developing strategies for your success in this course.

3) Disability and Access

If you have a disability or think you have a disability, I encourage you to contact Disability Resources and Services (DRS) and/or speak with me so that we can develop strategies for your success in this course. The University of Colorado Denver and its faculty are committed to ensuring the full participation of all students in its programs, including disabled students, to promote student success. I am committed to providing equal access as required by federal law, and I am interested in developing strategies for your success in this course.

Frequently Asked Questions

***Q.** Is the statement required? Can I adapt the statement above?*

A. The goal in developing this statement was to eliminate illegalities and inconsistencies across UC Denver's various college policies, so this statement is required, but you can add additional information specific to your course. If you choose to add additional comments, they should not conflict with existing information, and be sure that your statement does not require students to have accommodations or letters to you by a certain date (though accommodations are not retroactive) or require students to talk to you if they prefer to keep their disability confidential and work with DRS. Also, remember that technology (such as laptops) often helps certain students learn, so only ban technology if truly necessary. Finally, note that reasonable accommodations sanctioned by DRS *must* be provided.

***Q.** A student with a disability has come to talk to me, but does not have a DRS letter. What should I do?*

A. The best first step is to simply listen to the student. Some students are requesting basic accommodations and may not have DRS letters if they have obvious disabilities, choose to self-advocate, and/or cannot afford required testing to gain DRS documentation. The university does not require you to accommodate students without letters, but there is nothing preventing you from having discussions with the student and making best pedagogical decisions, as you would with any student who approaches you with a concern.

***Q.** Where can I get information about campus resources and including students in my classes?*

A. DisC has built a website specifically for UC Denver Downtown Denver Campus faculty, with campus resources and ideas toward creating accessible courses, to include all students and minimize awkward accommodations added later:

<http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>.

In addition, these resources are also helpful:

- [need to flesh this out]

Faculty Assembly Disabilities Subcommittee

Minutes prepared by Amy Vidali

Wednesday, 8 April 2014, 9:15-10:15a, Auraria Library Room 118

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Jeff Schweinfest (CLAS Advising), Judith Valdez (Auraria Library), Amy Vidali (Co-Chair, CLAS). On leave: Barbara Dray (Secretary, SEHD)
2. Announcements
 - a. Faculty Assembly is currently assessing all the various committees to make decisions about what stipends will be available. It isn't clear when we'll know. (Leo)
 - b. DRS is currently serving 650 students (!), up from 250 the last time we queried. I am awaiting a break-down by disability type. (Susan Rexroth has been out sick, but I'm reconnecting with her – Amy.)
3. New Business:
 - a. Concern: 4th floor hallway of North Classroom, TRIO is using hallway as office space so not accessible. Jeff Schweinfest said he had a contact in the office and would speak to them. If this doesn't work, then we'll take another tact.
4. Old Business:
 - a. Updates on recruitment:
 - i. Jeff contacted all the advisors and had some good response. Amy contacted Lisa Keranen (COMM), Marjorie Levine-Clark (CLAS), and Ann Martin (BUS).
 - ii. Shortly after the meeting, Gordana Lazic (COMM) has offered to join, as has Jeremy Make (COMM, graduate student). Both will be invited to the next meeting, if they can make it, then will be looped in in the Fall as meeting times are decided.
 - iii. There is also an election going on in CLAS, and post-meeting, Xiaotai Wang was elected from Chemistry, and we'll reach out to him to coordinate Fall meetings. Lorrie Evans will be replacing Judith in the Fall, so we'll also loop her in on coordinating for Fall.
 - b. Campus syllabi statement on disability: We discussed the syllabus statement at length. Amy is reworking the statement for discussion next time, then it will be circulated to groups identified at the next meeting. Amy will do some pre-circulation to colleagues in her field who have done similar projects on their campuses.
 - c. Update Disability Information for Faculty website (Amy): Amy is pursuing a location for this site. Current site:
<http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>. Faculty Assembly did not

have a reasonable option, and the Center for Faculty Development is willing to link but not host. Asking Brenda Allen next.

5. Possible future projects

- a. Develop grievance policy for faculty accommodations
 - i. see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx> - this has been approved by legal
 - ii. need to research other policies at other universities
- b. Initiate AHEAD review of DRS
 - i. see AHEAD materials: https://www.ahead.org/program_eval_tools
 - ii. need a stronger relationship with DRS for this project, not response to recent emails

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 - a. New members: Gordana Lazic (COMM); Jeremy Make (COMM, grad student)
 - b. New members for Fall: Xiaotai Wang (CHEM); Lorrie Evans (Auraria Library)
2. Announcements
 - a. any decisions about stipends?
3. New Business:
 - a. meeting schedule for Fall
 - b. social climate survey on mental impairment (Amy)
4. Old Business:
 - a. Follow-up: hallway of North Classroom, TRIO is using hallway as office (Jeff)
 - b. no additional plans for recruitment at this time, try again in Fall?
 - c. new home for Disability Information for Faculty website (Amy)
 - i. current site:
<http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>
 - ii. Queried Brenda Allen again on 5/2 regarding possible home for site. Spoke to Marjorie Levine-Clark about CLAS options.
 - d. campus syllabi statement on disability
 - i. see revised draft, attached
 - ii. Amy circulated to colleagues on 5/2
 - iii. next steps?
5. Possible future projects
 - a. Develop grievance policy for faculty accommodations
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Proposal: Universal Syllabi Statement on Disability

Faculty Assembly Disabilities Committee (DisC)

Co-Chairs: Amy Vidali (Amy Vidali) and Leo Bruederle (Biology)

May 7, 2014

At present, UC Denver has many suggested syllabi statements on disability and access, some of which conflict with the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act, and many of which are unlikely to encourage discussion between faculty and students. To encourage student success, comply with federal legislation, and meet our ethical obligations to serve all our students, the Faculty Assembly Disabilities Committee (DisC) created the following Universal Syllabi Statement on Disability. We seek feedback and approval from the Faculty Assembly.

Syllabi Statement

Disability and Access

The University of Colorado Denver is committed to ensuring the full participation of all students in its programs, including students with disabilities. If you have a disability or think you have a disability and need accommodations to succeed in this course, I encourage you to contact Disability Resources and Services (DRS) and/or speak with me as soon as you can. (DRS is located in NC 2514, phone 303-556-3450/TTY 303-556-4766, or locate the website.) I am committed to providing equal access as required by federal law, and I am interested in developing strategies for your success in this course.

Frequently Asked Questions

Q. Is the statement required? Can I adapt the statement? In developing this statement, the committee sought to eliminate illegalities and inconsistencies across UC Denver's various suggested and required policies, so this statement is required. If you choose to add additional comments, they should not conflict with existing information. Remember that students are not required to discuss their disabilities with faculty if they choose not to, as some students may decide to only disclose to DRS. Also, accommodations cannot be precluded after a certain date (see question below). All accommodations sanctioned by DRS *must* be provided.

Where can I find information about making my classes accessible for disabled students? The Disabilities Committee (DisC) has created a website focused on creating inclusive classrooms and locating campus-specific disability resources. Please visit [__](#).

Where can I get additional information about disability policies for students and faculty? For policies regarding disabled students, contact Disability Resources for Students (see contact information in syllabi statement above). For information for disabled faculty (including how to secure accommodations), begin at the Disability Information for Faculty Information website ([__](#)), or go to the HR website and look under "HR Policies and Guidelines"
(<http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Pages/index.aspx>).

What if students ask for accommodations in the middle or end of my course? Ideally, discussing the syllabi statement in your class will encourage students to secure accommodations early in your course.

It's also possible that students may be diagnosed with disabilities, or realize that they need accommodations, after class is already underway. If this occurs, take time to speak with the student. Faculty are required to provide accommodations when formally requested at any time during the course, but accommodations are not retroactive.

Q. A student with a disability wants to talk to me, but does not have a DRS letter. What should I do?

The best first step is to listen to the student. Some students may choose to self-advocate, cannot afford required testing to gain DRS documentation, and/or have obvious disabilities with limited accommodation requests. The university does not require you to accommodate students without letters, but it is appropriate to have discussions with the student and make best pedagogical decisions, as you would with any student who approaches you with a concern.

Contact the Disabilities Committee with ideas and questions. Visit

http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/committees/diversity/Pages/Disabilities.aspx, or email co-Chairs Amy Vidali (amy.vidali@ucdenver.edu) and Leo Bruederle (leo.bruederle@ucdenver.edu).

Faculty Assembly Disabilities Subcommittee (FA DisC)

Minutes prepared by Co-Chairs Leo P Bruederle and Amy Vidali

Wednesday, 7 May 2014, 9:15-10:15a, Auraria Library Friends Conference Room

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 - a. New members: Gordana Lazic (COMM); Jeremy Make (COMM, grad student)
 - b. New members for Fall: Xiaotai Wang (CHEM); Lorrie Evans (Auraria Library)
 - c. Attendance: Leo P Bruederle (Co-Chair, CLAS), Lorrie Evans (Auraria Library), Judith Valdez (Auraria Library), Amy Vidali (Co-Chair, CLAS).
2. New Business:
 - a. Meeting schedule for Fall: tentatively last Wednesday of month beginning in August

Faculty Assembly DisC		
27 August 2014	9:15-10:15am	Friends Conference Room, Auraria Library
24 September 2014	9:15-10:15am	Friends Conference Room, Auraria Library
29 October 2014	9:15-10:15am	Friends Conference Room, Auraria Library
26 November 2014	9:15-10:15am	Friends Conference Room, Auraria Library
28 January 2014	9:15-10:15am	Friends Conference Room, Auraria Library
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- a. Judith will book room for August, after which Lorrie will continue with booking
 - b. Leo will contact new members regarding meeting time.
 - b. social climate survey on mental impairment (Amy): Amy opened discussion on the Social Climate Survey. There was consensus that the survey seemed to focus on discrimination, rather than other aspects of the social climate for individuals with disabilities. Issues of mental impairment also appeared inconsistently in the survey.
3. Old Business:
- a. Stipends: nothing to report
 - b. Follow-up on use of NC Hallway by TRIO for ad hoc office space (Jeff): Jeff emailed Larry Armenta, but has not heard back. Judith expressed concerns that upcoming construction in the Auraria library may affect accessibility and requested that attention be paid to this moving forward.
 - c. Recruitment: No additional plans for recruitment at this time, but we will try again in Fall.
 - d. New home for Disability Information for Faculty website (Amy)
 - i. current
site: <http://www.ucdenver.edu/academics/colleges/CLAS/AboutUs/WhyChooseCLAS/Diversity/Pages/DisabilityInformationforFaculty.aspx>
 - ii. Queried Brenda Allen again on 5/2 regarding possible home for site, who will follow up by the end of May. Amy spoke to Marjorie Levine-Clark about CLAS options, who responded that the diversity information was being revised and might house it there as part of this process.
 - e. Campus Syllabi statement on disability
 - i. Revised draft was reviewed, with slight revisions made, which Amy will add.
 - ii. Amy will distribute to Diversity Council tomorrow; Judith will distribute to Library Accessibility Committee, and Leo will distribute to Integrative Biology.
 - iii. DisC will distribute draft to DRS in May and Leo will invite Susan Rexroth to the August 2014 meeting.
 - iv. Amy and Leo will present to Faculty Assembly in Fall 2014.
4. Possible future projects
- a. Develop grievance policy for faculty accommodations
 - i. see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx> - this has been approved by legal

- ii. need to research other policies at other universities
- b. Initiate AHEAD review of DRS
 - i. see AHEAD materials: https://www.ahead.org/program_eval_tools
 - ii. need a stronger relationship with DRS for this project, not response to recent emails

Faculty Assembly Disabilities Subcommittee

Agenda prepared by Co-Chair Leo P Bruederle

Wednesday, 24 May 2014, 9:15-10:00a, Auraria Library Friends Conference Room

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Jeff Schweinfest (CLAS Advising), Barbara Dray (SEHD), Lorrie Evans (Auraria Library). Sabbatical Leave: Amy Vidali (Co-Chair, CLAS).
 - a. New members: Jessica McGaugh (CAM), Eric Poole (SPA), Xiaotai Wang (CHEM).
 - b. Possible members: Gordana Lazic (COMM); Jeremy Make (COMM, grad student)

2. Welcome
 - a. Introductions
 - b. Mission and charge: Disability is important to the diversity of this campus and necessary to consider when creating inclusive environments for both students and faculty. Seeing disability as diversity means understanding the political, historical, social, and environmental aspects of disability identity and disability on campus. This committee seeks to articulate disability in these ways, and our upcoming projects are below.
 - c. Goals:
 - i. provide feedback on relevant policies pertaining to disability on campus, including those for accommodating disabled faculty and those related to curricular and pedagogical policies and practices;
 - ii. work to reduce disability discrimination and create an inclusive atmosphere on campus, by assessing and improving the accessibility of the campus (including online environments);
 - iii. meet at least once a year with the Director of Disability Resources for Students (DRS) to learn about current demographics and initiatives, and meet with other relevant groups as necessary (CARE, Counseling Center, Human Resources, etc.);
 - iv. support initiatives, events, curricula, and scholarship that raise awareness about disability on campus (Disability Awareness Festival, guest lectures, etc.)
 - v. interact and network with other diversity-related committees.
 - d. http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/committees/diversity/Pages/Disabilities.aspx
 - e. DropBox

3. New Business:
 - a. Leadership: co-chairs, secretary
 - b. Meeting schedule for Fall
 - c. Announcements: Disability Awareness Festival
 - d. Meeting with Lisa McGill, Director of Disabilities, Resources, and Services
 - e. Support for faculty with disabilities

4. Old Business:

- a. Recruitment: CAP, CEAS, SEHD
- b. Campus syllabus statement on disability: solicit feedback from units

Tentative DisC Schedule 2014-15		
24 September 2014	9:15-10:15a	Friends Conference Room, Auraria Library
22 or 29 October 2014	9:15-10:15a	Friends Conference Room, Auraria Library
19 November 2014	9:15-10:15a	Friends Conference Room, Auraria Library
3 or 10 December 2014	9:15-10:15a	Friends Conference Room, Auraria Library
January 2014 TBD	TBD	Friends Conference Room, Auraria Library
February 2014 TBD	TBD	Friends Conference Room, Auraria Library
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Faculty Assembly and FA Executive Committee		
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5. Possible future projects

- a. Develop grievance policy for faculty accommodations
 - i. see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx> - this has been approved by legal
 - ii. need to research other policies at other universities
- b. Initiate AHEAD review of DRS
 - i. see AHEAD materials: https://www.ahead.org/program_eval_tools
 - ii. need a stronger relationship with DRS for this project, not response to recent emails

Proposal: Universal Syllabi Statement on Accessibility

Faculty Assembly Disabilities Committee (DisC)

Co-Chairs: Amy Vidali (English) and Leo Bruederle (Integrative Biology)

June 20, 2014

At present, CU Denver has many suggested syllabi statements on disability and access, some of which conflict with the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act, and/or are unlikely to encourage discussion between faculty and students. To encourage student success, comply with federal legislation, and meet our ethical obligations to serve all our students, the Faculty Assembly Disabilities Committee (DisC) created the following Universal Syllabi Statement on Accessibility. We seek feedback and approval from the Faculty Assembly.

Syllabi Statement

Accessibility Statement

The University of Colorado Denver is committed to ensuring the full participation of all students in its programs, including students with disabilities. If you have a disability or think you have a disability and need accommodations to succeed in this course, I encourage you to contact Disability Resources and Services (DRS) and/or speak with me as soon as you can. ([DRS](#) is located in Academic Building 1, Room 2116, 303-556-3450, disabilityresources@ucdenver.edu.) I will provide equal access as required by federal law, and I am committed to providing all students with the opportunity to succeed in this course.

Frequently Asked Questions

Is the statement required?

In developing this statement, the committee sought to eliminate illegalities and inconsistencies across CU Denver's various suggested and required policies, so this statement is required. If you choose to add additional comments, they should not conflict with existing information.

Where should I place this statement in my syllabus?

Placing the statement on the first page or two of your syllabus will make it more likely for students to see the statement, but this decision is ultimately up to you.

Where can I find information about making my classes accessible for disabled students?

The Disabilities Committee (DisC) maintains [a Disability Information for Faculty website](#) focused on creating inclusive classrooms and locating campus-specific disability resources.

Am I required to provide accommodations? Will all students share their disabilities with me?

All accommodations sanctioned by DRS must be provided. Some students may share their disabilities with you, while others may disclose only to DRS (not to you) and you will receive notice of the accommodations these students require, but not details of their disabilities.

A student with a disability wants to talk to me, but does not have a DRS letter. What should I do?

The best first step is to listen to the student. Some students may choose to self-advocate, cannot afford required testing to gain DRS documentation, and/or have obvious disabilities with limited accommodation requests. (Note that the CU Denver's [Psychological Services Center](#) provides reduced-

cost testing of disabilities: psych.services@ucdenver.edu.) The university does not require you to accommodate students without letters, but it is appropriate to have discussions with students and make best pedagogical decisions, as you would with any student who approaches you with a concern.

What if students ask for accommodations in the middle or end of my course?

Ideally, discussing the syllabi statement in your class will encourage students to secure accommodations early in the course. It's also possible that students may be diagnosed with disabilities, or realize that they need accommodations, after class is already underway. If this occurs, take time to speak with the student. Faculty are required to provide accommodations when formally requested at any time during the course, but accommodations are not retroactive.

Where can I get additional information about disability policies for students and faculty?

For answers to legal questions and formal policies regarding disabled students, contact Disability Resources for Students (see contact information in syllabi statement above). For information for disabled faculty (including how to secure accommodations), begin at the [Disability Information for Faculty website](#), or go to the HR website and look under "[HR Policies and Guidelines](#)."

Contact the Faculty Assembly Disabilities Committee with ideas and questions. Visit [the website](#) or email co-Chairs Amy Vidali (amy.vidali@ucdenver.edu) and Leo Bruederle (leo.bruederle@ucdenver.edu).

Faculty Assembly Disabilities Subcommittee

Minutes prepared by Co-Chair Leo P Bruederle

Wednesday, 24 May 2014, 9:15-10:00a, Auraria Library Friends Conference Room

1. Attending: Leo P Bruederle (Co-Chair, CLAS), Lorrie Evans (Auraria Library), Jessica McGaugh (CAM), Eric Poole (SPA), Xiaotai Wang (CHEM). Sabbatical Leave: Amy Vidali (Co-Chair, CLAS). Unable to attend: Jeff Schweinfest (CLAS Advising), Barbara Dray (SEHD).
2. Welcome
 1. Introductions
 2. Mission and charge: Disability is important to the diversity of this campus and necessary to consider when creating inclusive environments for both students and faculty. Seeing disability as diversity means understanding the political, historical, social, and environmental aspects of disability identity and disability on campus. This committee seeks to articulate disability in these ways, and our upcoming projects are below.
 3. Goals:
 1. provide feedback on relevant policies pertaining to disability on campus, including those for accommodating disabled faculty and those related to curricular and pedagogical policies and practices;
 2. work to reduce disability discrimination and create an inclusive atmosphere on campus, by assessing and improving the accessibility of the campus (including online environments);
 3. meet at least once a year with the Director of Disability Resources for Students (DRS) to learn about current demographics and initiatives, and meet with other relevant groups as necessary (CARE, Counseling Center, Human Resources, etc.);
 4. support initiatives, events, curricula, and scholarship that raise awareness about disability on campus (Disability Awareness Festival, guest lectures, etc.)
 5. interact and network with other diversity-related committees.
 4. http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/committees/diversity/Pages/Disabilities.aspx
 5. DropBox. **Action Item:** L. Bruederle will invite members to the FA DisC Dropbox.
3. New Business:
 1. Fall 2014 Meeting schedule: FA DisC is tentatively scheduled to meet 29 October, 12 November, and 10 December in 2014 (see below). Spring 2015 meeting dates and times will be determined in December. **Action Item:** L. Bruederle will confirm dates with members; L. Evans will reserve a conference room.
 2. Announcements:
 1. Goal 1: L. Bruederle reported that FACACB had completed the Design Guidelines for General Classrooms in collaboration with the Auraria

Planning Department, which included a review of the Guidelines by FA DisC Co-Chair Amy Vidali, with an eye toward students and faculty with disabilities.

2. Goal 4: L. Bruederle announced that the Disability Awareness Festival will be held on 1 October 2014. **Action Item:** Bruederle will obtain copies of the flier and work with FA to distribute to faculty.
3. Goal 3: L. Bruederle suggested meeting with Lisa McGill, Director of Disabilities Resources and Services, early in AY 2014-15. **Action Item:** Bruederle will contact Lisa McGill and invite her to a meeting of the FA DisC.
4. Recruitment: L. Bruederle welcomed new members J. McGaugh, E. Poole, X. Wang and recognized the representation of CAM and SPA on FA DisC. L. Bruederle recommended inviting former Auraria Library representative Judith Valdez to remain on FA DisC *ex officio*, in addition to soliciting membership from those colleges and schools that are not yet represented. E. Poole commented that it can be difficult for small units to provide representatives, particularly if the return to the units is small. **Action Item:** Members will solicit representation from CAP, CEAS, SEHD, and TBS, as appropriate. L. Evans will contact J. Valdez to assess her interest in attending meetings via GoToMeeting or Skype.

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4. Old Business:
 1. Campus syllabus statement on disability: L. Bruederle briefly presented the draft statement developed by FA DisC and suggested continuing to solicit feedback

from units during the Fall 2014. Discussion followed regarding statements that are already recommended by colleges/schools and the institution.

2. Future projects were briefly discussed (see below).
5. Possible future projects
 1. Support for faculty with disabilities
 2. Develop grievance policy for faculty accommodations
 1. see recent DRS policy: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx> - this has been approved by legal
 2. need to research other policies at other universities
 3. Initiate AHEAD review of DRS
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Proposal: Universal Syllabi Statement on Accessibility

Faculty Assembly Disabilities Committee (DisC)

Co-Chairs: Amy Vidali (English) and Leo Bruederle (Integrative Biology)

June 20, 2014

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Syllabi Statement

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Frequently Asked Questions

Is the statement required?

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Where should I place this statement in my syllabus?

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Where can I find information about making my classes accessible for disabled students?

The Disabilities Committee (DisC) maintains a Disability Information for Faculty website focused on creating inclusive classrooms and locating campus-specific disability resources.

Am I required to provide accommodations? Will all students share their disabilities with me?

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Contact the Faculty Assembly Disabilities Committee with ideas and questions. Visit the website or email co-Chairs Amy Vidali (amy.vidali@ucdenver.edu) and Leo Bruederle (leo.bruederle@ucdenver.edu).

Faculty Assembly Disabilities Subcommittee

Agenda prepared by Co-Chair Leo P Bruederle

Wednesday, 29 October 2014, 9:15-10:00a, Disabilities Resources and Services, AB1

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Jeff Schweinfest (CLAS Advising), Barbara Dray (SEHD), Lorrie Evans (Auraria Library), Jessica McGaugh (CAM), Eric Poole (SPA), Xiaotai Wang (CHEM). Sabbatical Leave: Amy Vidali (Co-Chair, CLAS).
2. Announcements:
3. New Business: Tour of Disabilities, Resources, and Services with Lisa McGill, Director
4. Old Business:

Tentative DisC Schedule 2014-15		
19 November 2014	9:15-10:15a	Friends Conference Room, Auraria Library
10 December 2014	9:15-10:15a	Friends Conference Room, Auraria Library
January 2014 TBD	TBD	Friends Conference Room, Auraria Library
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Faculty Assembly Disabilities Subcommittee

Minutes prepared by Co-Chair Leo P Bruederle

Wednesday, 29 October 2014, 9:15-10:00a, Disabilities Resources and Services, AB1

1. Attending: Leo P Bruederle (Co-Chair, CLAS), Barbara Dray (SEHD), Eric Poole (SPA), Jeff Schweinfest (CLAS Advising), Xiaotai Wang (CHEM). Sabbatical Leave: Amy Vidali (Co-Chair, CLAS). Unable to attend: Lorrie Evans (Auraria Library), Jessica McGaugh (CAM).
2. Announcements: none
3. New Business: FA DisC met with Lisa McGill, Director of Disabilities Resources and Services, during which we given a tour of the new DRS Suite in AB1 and discussed a variety of student and faculty issues.
4. Old Business: none

Tentative DisC Schedule 2014-15		
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Faculty Assembly Disabilities Subcommittee

Minutes prepared by Co-Chair Leo P Bruederle

Wednesday, 12 November 2014, 9:15-10:00a, Friends Conference Room, Auraria Library

1. Attending: Leo P Bruederle (Co-Chair, CLAS), Lorrie Evans (Auraria Library), Eric Poole (SPA), Jeff Schweinfest (CLAS Advising). Sabbatical Leave: Amy Vidali (Co-Chair, CLAS). Unable to attend: Barbara Dray (SEHD), Jessica McGaugh (CAM), Xiaotai Wang (CHEM).
2. Approval of Minutes: Motions to approve: EP; Seconds: JS; Vote to approve: 4:0
 - a. 24 September 2014
 - b. 29 October 2014
3. Announcements: none
4. Old Business:
 - a. Discussion: Tour of Disabilities, Resources, and Services. Committee members were very favorably impressed with the tour and enthusiastic about sharing information about DRS with faculty across the institution. See New Business.
 - b. Website: The Committee briefly reviewed the contents of the "Disability Information for Faculty" web site (see attached).
 - i. LPB suggested that the content be organized such that one section clearly contains content for faculty with disabilities, while a second section comprised resources for faculty working with students with disabilities. The former should be expanded upon.
 - ii. EP suggested that other university websites be examined for best practices. JS commented that AV may already have that insight. **Action item:** LPB will contact AV regarding this.
5. New Business:
 - a. Within the context of the DRS tour, the Committee discussed the following action items, which are directly related to committee goals.
 - i. Identify strategies to disseminate information about resources for faculty who are working with students with disabilities. Possibilities include: e-mail, newsletter, brochure, faculty orientation, DRS visits to colleges or other units; Center for Faculty Development workshops, DRS tours with demonstrations. **Action item:** LPB will ask to Lisa McGill to weigh in on this discussion.
 - ii. It was generally agreed that it is unclear what resources are available to students at CU Denver and Auraria. Offices serving students with disabilities include: Psychological Service Center (Barbara Walker); CARE; Counseling Center, Health and Wellness, and Phoenix, in addition to DRS. **Action Item:** LPB will contact Lisa McGill to develop a complete summary of those offices and resources.

- iii. Meetings with other relevant groups (e.g., CARE) could prove helpful at future FA DisC meetings.
- b. Resources for faculty with disabilities: It was suggested that DRS could conceivably be a clearinghouse for resources for faculty with disabilities, as well as students, although additional resources would be needed to support this effort. **Action item:** LPB will ask to Lisa McGill to weigh in on this discussion.

Tentative DisC Schedule 2014-15		
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Faculty Assembly Disabilities Subcommittee

Agenda prepared by Co-Chair Leo P Bruederle

Wednesday, 10 December 2014, 9:15-10:00a, Friends Conference Room, Auraria Library

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Jeff Schweinfest (CLAS Advising), Barbara Dray (SEHD), Lorrie Evans (Auraria Library), Jessica McGaugh (CAM), Eric Poole (SPA), Xiaotai Wang (CHEM). Sabbatical Leave: Amy Vidali (Co-Chair, CLAS).
2. Approval of Minutes: 12 November 2014
3. Announcements:
4. New Business:
 - a. Spring 2015 meeting schedule
 - b. Action items from 12 November meeting
5. Old Business:
 - a. Resources for faculty working with students with disabilities, as well as faculty with disabilities
 - b. Scheduling meetings with other relevant groups (e.g., CARE)

Tentative DisC Schedule 2014-15		
January 2014 TBD	TBD	Friends Conference Room, Auraria Library
February 2014 TBD	TBD	Friends Conference Room, Auraria Library
March 2014 TBD	TBD	Friends Conference Room, Auraria Library
April 2014 TBD	TBD	Friends Conference Room, Auraria Library
May 2014 TBD	TBD	Friends Conference Room, Auraria Library
Faculty Assembly and FA Executive Committee		
3 February 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
3 March 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
7 April 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
5 May 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room

Faculty Assembly Disabilities Subcommittee

Minutes prepared by Secretary, Barbara J. Dray

Wednesday, 10 December 2014, 9:15-10:00a, Friends Conference Room, Auraria Library

1. Attending: Leo P Bruederle (Co-Chair, CLAS), Lorrie Evans (Auraria Library), Jeff Schweinfest (CLAS Advising), Barbara Dray (SEHD), Jessica McGaugh (CAM), Xiaotai Wang (CHEM).

Sabbatical Leave: Amy Vidali (Co-Chair, CLAS)

Unable to attend: Eric Poole (SPA)
2. Approval of Minutes: Motions to approve: BD; Seconds: JS; Vote to approve: 6:0
 - a. 12 November 2014
3. Announcements: JM going on leave next semester, baby due in February ☺.
4. Discussion of Meeting times/dates in Spring 2015
 - a. Proposed to meet last wed of month in afternoon (when most committee is available) from 3:30-4:30pm. LPB expressed need to meet closer to Faculty Assembly (first Tue of month) so meeting is fresh in his mind. **Action Item:** LPB will follow up with AV to check time/date; BD will reserve room in SEHD in LSC building.
5. Old Business:
 - a. Website: The Committee briefly reviewed the links that JS assembled as well as feedback from Amy (see attached).
 - i. LPB suggested that the content be organized such that one section clearly contains content for faculty with disabilities, while a second section comprised resources for faculty working with students with disabilities. The former should be expanded upon.
 - ii. AV recommended that we be careful about framing services from a deficit paradigm and include other national organizations (e.g. Ahead.org) as well as webcasts.
 - b. Discussion: LPB will follow up with Lisa McGill about reviewing content, hosting website and see if student from her office can build site and brochure. LPB mentioned discretionary funds the committee has to support student for this work. **Action item:** LPB will contact and meet with Lisa McGill to discuss logistics of website and brochure development.
 - i. Once website and brochure is developed – committee will review. Once approved - disseminate to ALL faculty on campus, make available hard copy as well as PDF downloadable

- ii. Committee discussed on campus resources vs resources nationally as well as resources for faculty with disabilities and faculty who work with students with disabilities.

6. New Business:

- a. Within the context of the website and developing a brochure for faculty on disability resources available on campus, the Committee discussed collecting resources and meeting with various groups on campus. The following action items, which are directly related to committee goals.
 - i. Invite CARE to Jan meeting. **Action item:** LPB will invite CARE to Jan meeting
 - ii. Invite Psychological Service Center (Barbara Walker) and Counseling Center, Health and Wellness to March Meeting. **Action Item:** JS to invite B. Walker and Counseling Center director.
 - iii. Invite Writing Center director and Learning Resource Center to meeting in Fall 2015 (TBD). **Action Item:** JS will follow up once date has been set.
 - iv. Meetings with other relevant groups (e.g., CARE) could prove helpful at future FA DisC meetings.

Tentative DisC Schedule 2014-15		
January 28, 2014	3:30-4:30pm	LSC, SEHD - TBD
February 25, 2014	3:30-4:30pm	LSC, SEHD – TBD
March 25, 2014	3:30-4:30pm	LSC, SEHD – TBD
April 29, 2014	3:30-4:30pm	LSC, SEHD – TBD
Faculty Assembly and FA Executive Committee		
2 December 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
3 February 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
3 March 2014	10:45 am – 11:45 am EC 12:00 pm – 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
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