DISTANCE EDUCATION NEWSLETTER

February/March 2020
West Valley College

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DISABILITY SUPPORT FOR STUDENTS IN ONLINE CLASSES
General Information

The Disability and Educational Support Program (DESP) can assist students with disabilities taking classes in any format, including face-to-face, hybrid, and online. The program offers a variety of services designed to assist students in reaching their academic goals; ensure access to all campus programs, services, and facilities; and facilitate maximum student independence and success.

A student requesting services must meet eligibility criteria. A physical, mental, learning, or sensory disability that qualifies for academic accommodations under the law must be verified by a credentialed, certified, or licensed professional. A counselor or other certificated professional will guide a student through the intake and verification process.

A student’s first step is to apply to the program online. They can access the application using the "Begin Your Application" link on the West Valley College DESP webpage.

Support Services

DESP notifies instructors of their students’ qualifying accommodations.

Below are lists of academic accommodations and other support services that may be particularly relevant to online students. See the West Valley College DESP webpage for a more comprehensive list of services available to students.

Academic Accommodations

- Test taking accommodations, such as extended time - Once I publish a timed quiz in Canvas, how can I give my students extra time?
- Adaptive computers/software, such as JAWS Screen reading Software
- Equipment loans, such as braille keyboard readout devices
- Smart pens - A Livescribe Smartpen may be helpful for a student when taking notes while watching a video or listening to audio.

Computer Lab and Alternate Media

- DESP Computer Lab with specialized software, adaptive technology, and training for students in the use of assistive technology
- E-text versions of textbooks

Learning Disability Assessment

- If your student thinks they may have a learning disability, they are encouraged make an appointment with a DESP learning specialist to see if assessment is recommended.
Specialized Counseling

• DESP counselors can support students in academic and career planning and disability-related matters.

FAQ's - Disability Support for Online Students

Does DESP have a lab for students to use their equipment and request assistance?

• Yes, they have a high tech center where students may access technology, get training on technology and use their technology with assistance.

Is DESP's Computer Lab Drop In?

• No, DESP's high tech center is not a drop-in computer lab where students can work on assignments and print. The lab is specifically designed for students needing to use special technology.

How might a smartpen be helpful to a student?

• A smartpen would be most beneficial for a student listening to audio. When writing with a smartpen, the notes appear instantly on iOS and Android mobile devices in the mobile app. The notes can then be organized, tagged, and searched. They can also be transferred to and used on a desktop computer.
Can a student request to take their online exam in DESP instead of at home?

- Yes, this request needs to be a reasonable request related to the student's disability.

What is the process for a student to request or receive these DESP services?

- Students first need to complete their intake with DESP during which an Academic Accommodation Plan is completed. The Plan lists the approved accommodations. The student then must select the accommodations each semester for the classes in which he/she wants to implement them.
- Videos for students: How to Apply to DESP and How to Request DESP Accommodations

WEBINARS AND TRAININGS FOR FACULTY

AFT 1-unit requirement for online and hybrid teaching

Per the AFT faculty contract, before faculty are scheduled to teach an online or hybrid course, they must either have:

- taught an online or hybrid course within the District in a previous semester, or
- successfully completed a 1-unit course and submitted the Faculty Request for Approval to Teach Online/Hybrid form to their respective Department Chair and Dean.
Join us at OTC 2020 this Summer 2020! Funding can be obtained via Article 35 of the AFT contract. To apply, please follow the Conference Leave Fund Application Instructions available on the Professional Development web page. We also have a template for filling in the different sections...just contact Whitney Clay or Janis Kea.

Here's just a few of the many positive comments we received from faculty who attended previous OTC meetings had to say:

- “the single most valuable professional development event in my life”
- “volume of new ideas that I can implement into my courses immediately"
- “most empowering experience I have ever had with regard to the nuts and bolts of teaching”

@ONE Webinars and Courses

- Dynamic Online Teaching, Feb. 10 – March 8, $85
- Creating Accessible Course Content, Feb. 10 – March 8 and March 9 – Apr. 5, $85
- Equity and Culturally Responsive Teaching, Feb. 10 – March 8, $85
- Humanizing Online Teaching & Learning, Feb. 10 – March 8 and March 23 – Apr. 19, $85
- Online Teaching & Design, Feb. 24 – May 17, $255
- Digital Citizenship, March 2 – March 29, $85
- Assessment in Digital Learning, March 9 – Apr. 5, $85
- Communication that Matters, March 16 – Apr. 12, $85

To register for a course or for more info on courses, go to the @ONE course catalog.

@ONE also offers several self-paced free courses

- Accessibility in Canvas!
• Microsoft Word Accessibility
• PDF Accessibility
• PowerPoint Accessibility
• Video Captioning

To register for a course or for more info on courses, go to the @ONE course catalog.

DE Faculty Resources Canvas group

To join 100+ of your colleagues in this Canvas group and access the collection of resources curated specifically for WVC instructors, email whitney.clay@westvalley.edu.

Contact the DE Team

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Distance Education Committee