

Disability Services - Faculty Resources Guide

Disability Services leads the PCC community to recognize disability as a valued aspect of diversity, embrace access as a matter of social justice, and to promote universal design and inclusive environments. Our Core Values:

- Disability is a natural part of human variation and vital to the development of communities
- Disability is a social/political category that includes individuals from diverse backgrounds
- Equal access can not be achieved through accommodation alone
- Design that promotes inclusion is a matter of social justice and civil rights
- Person centered approaches demand leveraging creative solutions

A Shared Responsibility

PCC can only fulfill our mission of equal access when we work together to acknowledge a shared responsibility to advance inclusive opportunities that maintain high standards while minimizing barriers.

Disability Services is here to coordinate individual adjustments for students, but also to work proactively with faculty and staff to ensure potential barriers are removed at the design stage whenever possible. There are many opportunities to connect, engage, and collaborate. Below are examples and descriptions of options.

[Positive Faculty & Student Communication Tips](#)

Remote Operations

[Check out our Guidance for Remote Operations](#)

If you have any questions or concerns about how to best serve your students during remote operations, please reach out to Disability Services. Our counselors and tech team can help find appropriate solutions.

Adding an Interpreter or Transcriber to your D2L Class

1. Go to the Classlist in D2L.

2. Click on the Add Participants button.
3. Choose Add existing users when the option drops down from the button.
4. In the “Add Existing Users” page, type the desired name or username into the Search For field and hit the magnifying glass icon to the right of the field.
5. The name should appear lower on the page in the search results. Change the role in the dropdown menu on the right side of the entry to “Guest instructor”
6. Click on the checkbox to the left of the name.
7. Hit the Enroll Selected Users button

There may be other DS staff that will require access to your course (Accessibility Aides, Notetakers, etc.) DS will work with Online Learning to have these staff added to your D2L course. Please contact access-tech-group@pcc.edu if you have any questions.

Testing

While PCC campuses are closed, our accommodated testing procedures have changed. Because students and staff will not be utilizing the PCC Testing Centers, instructors do not need to complete testing agreement forms or provide their testing materials to the testing centers. Instructors are still responsible for providing testing accommodations. In the remote environment, here are some key Testing accommodation requests to be aware of:

- Extended Time: Students with this accommodation will need their testing times adjusted individually. You can [watch this video](#) for a step-by-step guide.
- Captioned Media: Contact the Access Tech Group (access-tech-group@pcc.edu) for caption requests.
- Accessible Testing Materials: Ensure that your testing materials are accessible so that they can be effectively accessed with assistive technology
- Brief Break(s) During Exam: Students & Instructors communicate to establish specific break length(s) allowed for each individual exam. The break time will need to be added into the student’s testing time by the Instructor into D2L. (Example: Two 5 minute breaks are allowed during exam. Instructor then adds 10 minutes onto the students testing time)

Testing accommodations follow the same interactive process used to establish and administer accommodations. If you have any questions or concerns about how to implement an accommodation, please contact access-tech-group@pcc.edu for assistance.

What faculty need to know

[Check out our Quick Reference Guide](#)

Basic process

- Include a statement in your syllabus that directs students who need accommodation to Disability Services.
- Check your email for formal notifications of [Approved Academic Adjustments](#) and [log in to view active requests](#).
- Implement accommodations upon receipt of formal notification and respond to related requests in a timely manner. Communicate with students and Disability Services to [resolve questions or concerns quickly](#).

Using the Instructor Dashboard

[Watch this Instructor Dashboard tutorial video](#) OR [View Written Instructions for Login to AIM \(requires login\)](#)

- **Use the [faculty login link](#)** on the [Disability Services homepage](#) to access the Instructor Dashboard. The most up-to-date information is always available on the Instructor Dashboard (log in with your MyPCC credentials).
- **Upload your syllabus.** This can assist Disability Services personnel when providing academic coaching for students, and can also be beneficial when we are working to coordinate requests for specific services.
- **[When campuses are open] Complete the Testing Agreement form** if you wish to have the Testing Centers assist in proctoring accommodated exams, or use the option to indicate you won't be needing the assistance of the Testing Centers. The agreement form must be completed if you wish to have the testing center proctor on your behalf, and the forms can be completed either through the emailed links, or via the instructor dashboard.

Professional Development

Check out the [Disability Services Professional Development Series Calendar](#) for opportunities to

explore ideas around disability, accessibility, and universal design.

If you want more in-depth training or one-on-one support, the Disability Services team is here to help. We can work with instructors or departments to create trainings tailored to your needs.

Get Involved

[Learn about our Accessibility Council and Committees](#)

Because accessibility is the work of the whole college, we formed the PCC Accessibility Council, which brings together students, faculty, staff and deans in the name of making PCC accessible. The steering committee meets every term to identify necessary improvements. The committee oversees three work groups that address barriers in our environments:

- [Committee for an Accessible College Culture](#)
- [Accessible Built Environment Committee](#)
- [Accessible Digital Environment Committee](#)

Additional Resources

[PCC Creating Accessible Content](#)

[PCC Disability Services Faculty Resources](#)

[PCC Faculty Collaborations with Disability Services](#)

[PCC Community Resources](#)

[PCC Dis/Rupt/Ed Blog](#)

Video Tutorials

[PCC Videos & Tutorials](#)