CfDC September Meeting Agenda

- Introductions
  - Done in the chat
- Student Accomodations
  - Guest: Allen Sheffield, SAAS Associate Director + TAC Team
    - 15 years of experience in disability accessibility, plus life experience
    - Working at UM for almost a year, before that at Rutgers
    - Oversees people in 4 different units
      - SSD Coordinators
      - Academic support and access partnerships
      - Testing Accommodations Centers (TAC)
        - Previously in LSA, now under SAAS
      - Accessible Media work
      - Team is new, building lots of new accessibility-related programs and resources
  - [Testing Accommodations Center (TAC)](#) team
    - Introduction to the Team
      - Marisa Spain, accommodation specialist at TAC
      - Rachel Zahon, accommodation specialist at TAC
    - What TAC Does
      - Provides supplemental support to instructors who can't make their own arrangements for students with testing accommodations
        - Instructors are responsible for finding accommodations, but when they can't find appropriate spaces or have other problems ensuring those accommodations, TAC can help
      - Provides a welcoming and understanding environment for students taking exams
      - Accommodations are determined by student and SSD, and once the student has had that discussion, TAC helps to implement those accommodations
        - Examples of testing accommodations
          - Private rooms
          - Extended time
          - Limited distraction environment
          - Breaks
          - Tech-based accommodations
      - TAC has two locations
        - MLB
        - CCCB - students need to enter through the CCCB, not the Ruthven building
    - Demonstration of Student and Faculty Experience
      - Student Side

- - - [Connect with SSD](#) to get approved accommodations
      - Meet with coordinator, get approval
    - Student submits semester requests every semester
      - This generates a letter that is sent to instructors
    - Students connect with TAC to reserve testing accommodations
    - TAC staff compile instructor information and approve student reservation
      - Both student and instructor receive a confirmation email
    - Student receives a final confirmation day before exam
    - Student takes exam
  - Faculty Side
    - Once students submit requests, instructors submit exam request through Accomodate
      - Fill out this form at least 5 days before the exam date
      - Can fill out as early as the beginning of the semester
    - Submit a blank exam
      - Must be submitted at least the day before the student reservations
    - Receive completed exams from TAC
    - Reminders
      - Apply early! Some dates are already full for the end of Fall 2022
      - TAC is only for instructors who are unable to provide accommodations for students independently - faculty are encouraged to find accommodations and testing spaces outside of TAC when possible
  - Contact TAC Staff at saas.tac.staff@umich.edu
- Conversation about SAAS and Accommodate
  - Does TAC include working with instructors if a student has accommodations for taking tests on paper?
    - Yes!
    - TAC also has a process for students with virtual accommodations to still take paper exams
  - What hours are available?
    - As of Fall 2022, TAC has expanded hours
      - MLB hours: 8am-5pm M-F
      - CCCB 8am-9pm M-R, 8am-6pm F
  - Who should other campus units talk to if they have space that could be used for TAC in the future

- TAC has a specific mandate from the provost, so depending on the opportunity, TAC may or may not be able to expand to various parts of campus
- Since this is the first year of TAC functioning at this level, they are getting feedback about existing gaps and may be able to build in the future based on that feedback
  - Ex. North Campus is an existing gap
- How much should faculty advertise TAC?
  - As much as you want! Spreading the word allows students and faculty to learn more about TAC
  - Faculty will need to be flexible - TAC only has ~100 seats, so know TAC may not always be able to provide exactly what instructors expect
- How should we provide feedback to TAC?
  - Email at saas.tac.staff@umich.edu or reach out Allen directly
  - TAC is very open to feedback
- Do you have a guide for instructor trying to provide testing accommodation without using the TAC?
  - [Guide available on website](#)
  - [Google Doc](#) with some additional information
  - [Additional resources for faculty about using accommodate](#)
- Do students get followup for students to ensure they are actually receiving their accommodations?
  - Students communicate with their SSD coordinators to make sure their accommodations are met
  - Students may not always feel their full wants are being met
- Adjourn: 12:49