

THE DASS INSIDER

A NEWSLETTER FOR SMU FACULTY

INFORMATION ON DISABILITY SERVICES AND ACCESS ISSUES AFFECTING YOUR STUDENTS AND CLASSES



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Planning for Accommodations During Final Exams

DASS typically proctors over 200 exams during finals, most with different instructions. We are happy to continue providing test proctoring service to instructors who do not have the resources to test their students with accommodations within the department. However, it is important to consider a few things:



Students must schedule their final exam(s) with DASS using our Online Scheduler. The deadline to schedule with DASS is 4/25/19; however, the time blocks often fill before the 25th so students should contact us ASAP. This deadline allows DASS to start our work on checking accuracy of test times, creating proctor forms, arranging proctor coverage for the heavy schedule, and planning for unique accommodation needs like readers and scribes. Please note **a cell phone is required** from faculty in order to process final exam proctoring requests.

If you have not already communicated with your DASS students about finals, please take them aside and discuss the plan. If testing at DASS is the only option, direct them to follow the procedures ASAP. If students fail to follow our procedures for testing, we will direct them back to their instructors to work out the necessary accommodations in the department.

Just because DASS has denied a student to test at DASS because they missed our deadline or the time block is full does NOT mean the faculty member should necessarily deny the accommodation for the upcoming test. If it is reasonable for you to put the accommodation in place, then you should do so. Similar to procedures for DASS testing during the regular part of the semester, we have limitations for our back-up test proctoring. Please review our Test Proctoring page and the Finals document for faculty and students, found at the bottom of the page [HERE](#).

Faculty Spotlight: 2019 Extra Mile Awards

We are happy to announce the 2019 Extra Mile Award recipients! Ira Greenberg (Chair, Painting, Drawing, and Creative Computation, Meadows School), Megan Murphy (Director of Health Promotion Management & Clinical Associate Professor, APSM, Simmons School), and Ross Sloan (Lecturer, DISC/English, Dedman College) join the thirty-one other faculty members to whom SMU has awarded this honor since 2008.



Students for New Learning, an organization chartered by the Student Senate to provide support and networking opportunities for students with LD and ADHD, identifies deserving faculty members to receive this award at the Hilltop Excellence Awards each year. The President's Commission on the Needs of Persons with Disabilities (PCNPD) provides funding and support for this award, demonstrating how much SMU values faculty sensitivity to this somewhat vulnerable, yet very capable population.

Please congratulate your colleagues in their continuing pursuit of excellent teaching, while showing sensitivity, kindness, and a welcoming nature. It makes a difference!

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2019 Extra Mile Awardees



Ira Greenberg

Meadows School of the Arts

Creative Computation



Megan Murphy

Simmons School

APSM



Ross Sloan

Dedman College

DISC/English

Myth Busters: A Day in the Life of DASS

What exactly does a 'normal' day at DASS look like? Contrary to some myths, we do much more than proctor tests!

Here is a snapshot from one of our team members on how the DASS team fulfills the university's legal obligation to provide equal access as well as ongoing support to students with disabilities.

As a Senior Learning Specialist at DASS, I work with students who have ADHD,

**A Message from
Candy Brown, DASS
Admin Assistant**

**Submitting FINAL
Exams to DASS**

*DASS will send a proctor form 3-5 days before the **FINAL** exam.

*Forms are sent in waves; be patient.

*Complete the form carefully with explicit details on what is allowed and your cell phone.

*For limitations on test return and processing of exams, review the details on our website and the emails we will send in coming weeks.
Thank You!

learning differences, or are on the Autism Spectrum. I meet with up to 6 students a day for 30—60 minute sessions. During these weekly meetings, I first help students to set realistic goals. Often, the students I work with over-commit themselves or sell themselves short, so having a "reality check" from someone they trust can be invaluable. Next, we break down larger goals into a step-by-step plan. Students can grow overwhelmed and shut down when they see a long research paper, a challenging midterm, or an involved project on the horizon.

Student can usually overcome this if we reframe the task by looking at it as manageable parts, to be completed by certain benchmarks, rather than an intimidating whole. For students who are less interested in weekly time management and organiza-

tional meetings, and wanting to build specific, academic skills, I can help them over the course of one or two meetings with note taking, textbook reading, test preparation, and stress management. In this role, I occasionally work with faculty and parents, but my work is for the most part, student focused.

In the fall semester, I teach a section of HDEV 1110: Reading and Learning Strategies just for students with ADHD and/or learning differences. Over 12 weeks, the 20 students build college-level academic skills through lecture, practice, and class discussion, all through a lens of being a student who learns differently. Needless to say, balancing lesson plans, grading, and teaching with 20-25 weekly appointments can be a challenge during the fall.

I also supervise Students for New Learning (SNL), a chartered student org run by and for students with ADHD and/or learning differences. Monthly meetings cover relevant topics and involve interactive discussion and guest speakers.

Our upcoming SNL meeting will feature Tiffany Sunday for a return visit to discuss digital technology, creativity and dyslexia. Through the group, students find support as well as networking and outreach opportunities.

David Tylicki, Senior Learning Specialist at DASS

David meeting with DASS students for academic coaching sessions



Faculty Planning for may term

For DASS students in courses during May Term (or new mini-terms), consider these items:

Be sure your DASS [syllabus statement](#) (see box p.4) is up to date. Our URL changed! Encourage your students both verbally and in writing to get their [letter of accommodation](#) (LOA) to you as soon as possible.. After May Term starts, they have few hours during the work day to get to our office. DASS suggests you contact your students BEFORE the course starts and encourage them to request their letters from DASS right away.

Consider [how you will accommodate](#) any students who present a LOA and request extended test time or a reduced distraction testing environment. DASS has very little opportunity to provide [test proctoring](#) so please make plans to manage most accommodations [within your department](#).

Sometimes, instructors use part of class time to lecture and for an exam. Consider how that will impact a student with accommodations like extended time and how you can make it work for all students. For any questions, please contact Alexa Taylor alexat@smu.edu or brainstorm with May Term staff due to their experience with this unique semester. These same considerations will apply for the new mini-terms in June and July.

Coming Soon! DASS Link 

Over the past semesters, DASS has been preparing to launch a digital platform called DASS Link designed to make the accommodation review and test proctoring process more streamlined for students, faculty and DASS. Here are a few of the features faculty can look forward to in DASS Link:

Accommodation Letters:

Letters of accommodation (LOA) will arrive digitally in faculty member's DASS Link accounts after the student requests it electronically. These can be viewed online, printed and stored within the system. When opened and read, faculty will be required to digitally sign receipt of the LOA. DASS students will still be expected to discuss with faculty how their accommodations will be put in place. DASS

suggests faculty stress this requirement in syllabi so students will take this important step to implement their accommodations.

Last Name	First Name	Section	Instructor	Email	Phone	DASS Link	Accommodations
Allen	Walker	Test 104	Elective	allen@smu.edu	972-768-1470	Yes	
Allen	Chapman	Test 104	Psychology	allen@smu.edu	972-768-1470	Yes	
Amadio	Thomas	Test 104	Health and Culture Studies	amadio@smu.edu	972-768-1470	Yes	

Student Lists:

DASS Link will organize students by course and by faculty member in a single list, showing which accommodations each student has been granted by DASS. This should enable faculty to more easily plan in advance for extended testing time needs, peer note takers, or more complex accommodations like flexible attendance. If forms are part of an accommodation grant, such as flexible attendance, all of these will be

attached to the LOA when it is sent to faculty through DASS Link. This will enable faculty to prepare in advance for these student meetings and make sure students are following up on complex classroom needs. Remember, though, the LOA will only be visible if the student submits a semester request for that particular course/instructor.

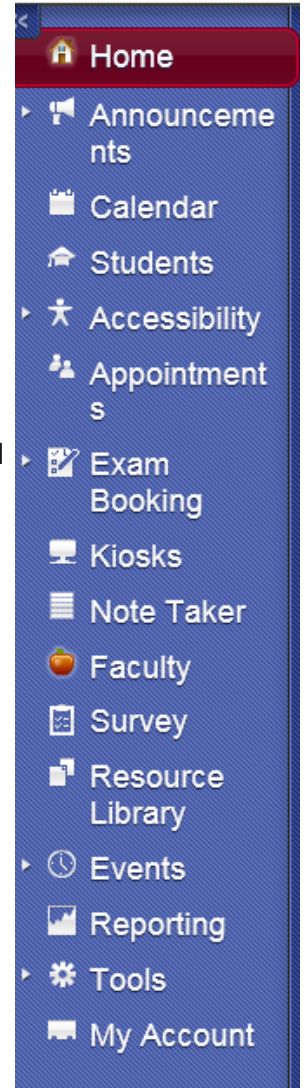
Test Proctoring:

DASS Link will eventually allow faculty, students and the DASS office to collaborate digitally on test proctoring requests, with faculty being able to approve or revise requests sent through the system by DASS students. This will be the last module to be launched and testing of the platform will occur with summer courses.

Next Steps:

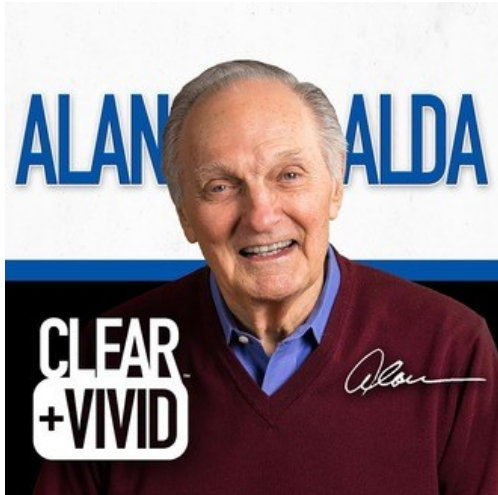
Our launch goal for DASS Link is June 1. At that time, faculty will be notified by email with their SSO credentials and how to set up profiles in the system. We expect the transition to a digital platform to take time and effort and appreciate your patience as we develop this tool to convert a paper-heavy system into one that benefits DASS students and faculty.

Stay tuned for more information as we develop training materials for faculty!



FACULTY RESOURCES

DYSLEXIA IN COLLEGE:



Check out this podcast between Alan Alda and David Flink.

<https://www.stitcher.com/podcast/clear-vivid-with-alan-alda/e/60068516?autoplay=true>

Dave was diagnosed with dyslexia and ADHD in grade school, but with the right support he got into an Ivy League college. There, he helped start a program for kids with a diagnosis of dyslexia or ADHD to be mentored by college students with the same diagnosis. Dave's program, "Eye to Eye," is now entering its 20th year and Dave has written a book, titled "Thinking Differently," recounting his experience and that of hundreds of others. In this episode, Dave talks with Alan Alda about how we all learn differently. And that's something we can all learn from.

ACCESSIBLE COURSES: Check out Dedman College's new resource, "Best Practices for Ensuring Your Course is Accessible"!

Do you know which fonts are more accessible? How about basic steps to make a pdf accessible to those using screen readers? How does one set up extended time on quizzes within Canvas? All of this and more can be found in this very usable, and useful document under the Instructional Design section. Course accessibility is everyone's responsibility!

<https://www.smu.edu/Dedman/FacultyAndStaff/AcademicTechnology/FacultyResources>

WEB ADDRESS CHANGE:

DASS has a new url address! This affects the syllabus statement so don't forget to update this in summer and fall syllabi. See below. Find us at:

<https://www.smu.edu/Provost/SASP/DASS>

VISIT US ONLINE AT
WWW.SMU.EDU/ALEC/DASS.ASP

VISIT US AT DASS

Please include this statement in your syllabus:

Disability Accommodations: Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call 214-768-1470 or visit <http://www.smu.edu/Provost/SASP/DASS> to begin the process. Once registered, students should then schedule an appointment with the professor as early in the semester as possible, present a DASS Accommodation Letter, and make appropriate arrangements. Please note that accommodations are not retroactive and require advance notice to implement.

5800 Ownby Drive—Suite 202 Loyd Center
2nd Floor - Altshuler Learning Enhancement Center
Entrance near Gate 3 of Ford Stadium

Phone: 214-768-1470
Email: dass@smu.edu



DASS IS MORE THAN ACCOMMODATIONS.

For resources that may be helpful to faculty and staff, please visit:
<https://www.smu.edu/Provost/SASP/DASS/Resources/ForFaculty>