

# Faculty Update

## Disability Services Faculty

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## Winter Hours

**Disability Services  
Counselors are available:**

**Monday - Thursday  
9am to 4:30pm  
Fridays - 9am to 3pm**

**(734) 384-4167**

## Disability Services Faculty

### Page

[http://  
www.monroeccc.edu/lal/  
DisServ/facultyinfo.html](http://www.monroeccc.edu/lal/DisServ/facultyinfo.html)

**CHECK OUT OUR NEW  
DISABILITY SERVICES  
FACULTY HANDBOOK  
ON OUR WEBSITE OR  
STOP BY OUR OFFICE  
FOR A COPY.**

## **Disability Services—Reminders**

### Accommodation Notices

Accommodation notices were sent to faculty members who have a student(s) with a disability in their class. The notice will include an attached PDF file with a description of the disability and approved accommodations. **Please note any blue text on the attached forms are clickable links to policies, procedures, and informational brochures.** If you are team teaching, please forward this information in a timely manner. If you have questions regarding anything you have received, please call us.

### IMPORTANT: Confidentiality

In compliance with the Americans with Disabilities Act/Amendments Act (ADA-AA) 2008, information regarding any student with a disability must be kept confidential including written notifications or conversations. Please be mindful of the setting for any necessary conversations involving students with disabilities. ***Please do not share information about a student with a disability with other faculty, students or staff.***

### Selecting New Textbooks

If you are selecting new textbooks for fall 2017 please consider a publisher who promotes accessibility for all users (universal design). Included is a link to a list of publishers committed to accessibility.  
<http://www.monroeccc.edu/lal/PDF%20for%20LAL/Publishers%20that%20submit%20texts%20to%20AccessText%20Network.pdf>

### Universal Design

Universal design is the process of designing products and environments to be usable by the all people, to the greatest extent possible **without** the need for adaptation or specialized design.

Instructors can accommodate students of all types by applying principles of universal design when creating a course. Learn more about the universal design of instruction at <http://www.washington.edu/doit/sites/default/files/atoms/files/Equal-Access-Universal-Design-of-Instruction.pdf>

### **TAKE AWAY MESSAGE:**

The Disability Services Office is committed to providing equal access for students with disabilities and maintaining institutional compliance with the Americans with Disabilities Act. Counselors are available to support and assist Faculty with any concerns regarding students with disabilities.