Senate Advisory Committee on Disability Accommodation and Compliance
Zoom Meeting
1/17/2024 10:00 a.m.

Draft minutes

Voting members: Cassandra Gipson-Reichardt (Presiding), Davy Jones, Aaron Garvy, Julianne Ossege

Nonvoting members: David Beach, Heather Roop

Chair Gipson-Reichardt called the meeting to order.

A motion to approve the minutes from the November 29, 2023 meeting was made by Davy Jones, and seconded by Aaron Garvey. The motion was approved.

Gipson-Reichardt began the meeting by stating that the overarching goal of this semester are to think ahead towards the final 2023-2024 report. More specifically, we should identify what goals we can accomplish between now and then. She then introduced David Beach to show the committee the AIM portal. The committee watched a ~5 min YouTube video tutorial on how to use AIM, which is a general video not specific to University of Kentucky AIM content. David mentioned that there is not a lot of information right now on the portal, as it is a work in progress. The portal will: allow for faculty to approve accommodations, provide Spring 2024 classroom enrollment data, and operationalize the ability of instructors to approve accommodation letters, upload syllabi, etc. In the video, an optional setting was shown whereby students who are enrolled in a course but have not requested accommodations be implemented can appear in AIM for instructors to see.

Davy Jones asked two questions: (1) the video described when "they" log in, but this was not clear whether the video was referring to faculty, students, etc. It was recommended that this is clarified in any future video. (2) How are course numbers displayed? The video did not display UK course numbers; David will check how AIM will display UK course number information.

Aaron Garvey asked if AIM will be organized by course or section? David mentioned that a .csv file can be exported and data can be organized offline, but he will look into ways in which this can be done in AIM rather than in an exported file.

Aaron asked if the portal can be used as a communications hub for faculty and students; David stated that he will go into the functionality settings of AIM to see if that can happen.

Aaron asked about students communicating to an instructor when accommodations are not always exercised by the student. What is in the letter of accommodations regarding their responsibility to use the accommodations they are approved for? David mentioned that AIM sends automated emails to students and instructors with reminders about their accommodations availabilities.

Gipson-Reichardt inquired about the optional list function in AIM and how students may move from the list of students who have not utilized their accommodations to the list where there is an active accommodation(s) in place. David mentioned that the DRC generates reminder emails to the students about their accommodations. Julianne asked if the portion arising under the optional setting will be visible to instructors at UK, and expressed concerns regarding potential confidentiality issues. Aaron followed up that some professors may use the information, but most would likely not do much with the information and asked if it was ethical to display the information. It was also mentioned that the list under the optional setting could cause confusion, and this should be kept as simple as possible.

Davy mentioned that the instructor of record is not always populated in the system, and that the teaching assistant is sometimes listed instead of the instructors of record for courses. However, the Senate rules dictate that students need to engage with the instructor of record. David will test to see if AIM is populating properly from SAP.

Gipson-Reichardt mentioned that the DRC may create a short video on AIM to disseminate to department chairs for distribution to faculty. Julianne expressed support for more UK-specific information be included in this video. Aaron mentioned that this should be 3-5 minutes in length and to the point. Gipson-Reichardt mentioned that the video should also include contact information for faculty to utilize if issues arise.

Gipson-Reichardt then moved to the topic of the DRC website updates. David mentioned that a flowchart of accommodations process has been developed for the core substitution process and will be disseminated to SCDAC soon. David is also looking into the information that currently appears on the ribbon on the DRC website and needs to follow up on how to update it. On the matter of font color/contrast issues on the website, David has engaged higher levels to address this possible accessibility issue with the website.

Gipson-Reichardt then moved the topic to staffing of the DRC. David mentioned the new hire which will start 2/1/24, and this brings the number of accommodations consultants to 7. David also mentioned engaging with STEPS hires to possibly distribute workloads. David mentioned the impending retirement of Dr. Pickering, and is looking into hiring a replacement that will ensure that no capabilities are lost.

Gipson-Reichardt adjourned the meeting at 10:59AM.