

Minutes for November 12, 2007  
Disability Advisory Committee

Michele McKnelly, Chair, Mark Gillen, Lewis May, Susan Tarr, Mark Johnson, Nan Jordahl

Absent: Arpan Jani

Guest: Mike Stifter

Michele McKnelly called the meeting to order at 1:05 P.M.

**Points of information:**

Michele has been asked to serve on the new budget committee for facilities which will begin meeting in late November. This should assist this committee in creating funding priorities for addressing access issues.

Sue Tarr's Adapted Physical Education has done an assignment looking at these issues on campus and in the community. She is in the process of grading the papers and will provide the findings about the campus to the committee. A subcommittee will be formed to evaluate the findings and formulate some recommendations to facilities.

Michele discussed the lack of a representative from Equity and Compliance to this committee. The lack of such representation may hinder some efforts.

Michele also briefly reviewed the change in the committee charge (effective 9/24/07) and the new Faculty Senate Policy on Access and Accommodation in Instruction (effective 5/30/07).

Mark Johnson brought up his concerns about student grievances. A clear process needs to be established and then made known to the University community. There is confusion about the function of student advocacy that in the past come from the Dean of Students office. It is unclear who is responsible for this now.

The process for filing a grievance will be reviewed. Mark will email the group a link to the current procedure.

*See Appeal/Grievance Procedure For Students Having A Disability Issue and Problem Report Form For Students' Use Regarding Disability*

*Issues* at the end of this document. (Please note these documents are no longer linked from the Disabilities Services web site.)

**New Business:**

a) In the fall of 2006 the Registrar's Office created a policy on full time loads for students with disabilities. Mark is concerned about several aspects of this policy and would like the committee to review it. The committee discussed some of the concerns and will address the issue once they have seen the policy. (See *University of Wisconsin-River Falls Administrative Policy Paper Number: AP 53 Full-time Status with a Reduced Course Load*  
[http://www.uwrf.edu/administration/policies/ad\\_pol/adpol53.html](http://www.uwrf.edu/administration/policies/ad_pol/adpol53.html))

b) There has been an ongoing issue audiovisual media use classes that is not captioned or subtitled. Typically these are older materials. In many cases faculty provide the AV materials to Disabilities Services so that they may create transcripts, but not in every case. Discussion centered on working with the Deans to create awareness of this issue, working with Communicative Disorders faculty to assist in educating their colleagues on the challenges faced by students with hear difficulties, and creating some general guidelines for faculty to use which would be up on the web page.

The meeting was adjourned at 2:05

Respectfully submitted,

Michele McKnelly

## **Appeal/Grievance Procedure For Students Having A Disability Issue**

# University of Wisconsin-River Falls (UWRF)

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## **Introduction:**

The following procedures are formal methods that a UWRF student should use to seek resolution of a disability issue via on campus channels. Examples of such issues are:

- Student is unsatisfied with an accommodation
- Student wants to appeal denial of an accommodation
- Student feels she or he has been treated in a discriminatory manner

These procedures may be used for virtually any disability situation a student finds unacceptable, including matters regarding the Disability Services Office or its staff, any other UWRF office, department, or staff, a professor, or any person who seems to represent the institution. To prevent appearance that the student decided to tolerate the disability issue for considerable time, he or she should activate and follow through with appeal procedures as soon as possible. The objective of these procedures is to develop rapid resolution of the matter through increasing levels of attention to the issue. Two types of outcomes are possible: 1.) A quick solution that's agreeable to both the student and other important parties who represent UWRF; or, if necessary, 2.) A final decision on the issue from representatives of the highest UWRF administration. The student's appeal must give appropriate consideration to how the disability limits the student's functioning in relation to the issue, and the need for equal access and opportunity in compliance with the Americans with Disabilities Act.

## **Procedures:**

### **I. Reporting a Problem.**

The student contacts the person who seems responsible for the unwanted situation and expresses dissatisfaction. If not content with that person's reaction the student should ask about any "internal appeal process" there might be for unwanted situations in the office or department where the person works. When an internal appeal process exists the student should quickly start an appeal (it could be a generic appeal process or apply specifically to disability issues).

If an internal appeal process does not exist, or completion of an internal appeal does not result in satisfaction, the student should fill out a Problem Report Form. The form is available at the Academic Success Center, the Disability Services Office, and via the Internet at

XXXXXXXXXXXXinsert link to the formXXXXXXXXXXXXXXXXXXXXXXXXXXXX

The student should keep a copy of the completed form and submit the original to one of the offices indicated at the bottom of that form. Upon receiving such a form the office will attempt to facilitate circumstances that are agreeable to all parties. The student must be available to sufficiently communicate with an appropriate staff from that office if needed.

## **II. Filing an Appeal**

If after reporting a problem (as indicated above) a student is not satisfied with the outcome, she or he should immediately start an appeal through the university's ADA Coordinator. To do that the student should present a copy of the completed Problem Report Form to the university's ADA Coordinator, along with a written statement about the current situation related to the issue.

The ADA Coordinator will initiate a formal review of the situation and may incorporate the university's Disability Advisory Committee into that endeavor. The student must be sufficiently available if someone who represents the appeal process needs to communicate with the student.

## **III. Filing a Grievance**

If a student has completed an appeal but is still not satisfied, the student should contact the university's Office of Equity and Compliance. The student should submit a copy of the Problem Report Form, a written statement about the current situation related to the issue, and must be sufficiently available to communicate with that office if necessary. The Office of Equity and Compliance will conduct an assessment of the issue, incorporating the involvement of other participants as appropriate, and then make a determination that represents the institution's final decision on the matter.

# Problem Report Form

## For Students' Use Regarding Disability Issues

Use this form to arrange a solution for a problem with an accommodation or to file a complaint. Feel free to seek assistance from any UWRF staff or someone else for filling out this form. Use the reverse side or attach additional paper if needed.

1. Your name (please print) \_\_\_\_\_

2. The accommodation(s) or situation I am not satisfied with:

- Copies of lecture notes                       Testing accommodation                        
Alternative text  
 Other
- 
- 

3. If it pertains to a specific course: Course # \_\_\_\_\_ Course title

\_\_\_\_\_

Section # \_\_\_\_\_ Professor

\_\_\_\_\_

4. When did this concern first arise?

5. Please describe the concern:

6. Please describe what you want:

7. How can you be contacted? Phone # \_\_\_\_\_ Email

\_\_\_\_\_

8. Your Signature \_\_\_\_\_  
\_\_\_\_\_

Today's date

9. Save a copy of this form and submit the original to:

**a. For improving an accommodation:** return to Mark Johnson, 109-G Davee Library.  
715-425-3531

**b. If denied an accommodation, or to initially report appearance of discrimination:**  
return form to Dr. Phil George, Academic Success Center, 102 Davee Library. 715-425-  
3531

**c. If not content with the above outcomes (a. or b.) submit a copy of the form to the  
university's**

**ADA Coordinator:** Mr. Blake Fry, 118 North Hall. 715-425-3711