

**Disability Services Program
Note Taking Accommodations
Note Taker Option
Policies and Procedures**

Note Taking:

Specific accommodations will be provided to those students whose disability warrants the need for such services. During the intake session for Disability Services Program (DSP), the DSP Counselor will examine the disability documentation, and interview the student regarding his/her stated disability-related needs. For each note taking request, DSP will make an individualized determination, after engaging in an interactive process with the student. DSP will determine whether a note-taker is needed to ensure that the student is not denied the benefits of or excluded from participation in Solano Community College (College's) activities, services or programs, or is otherwise subjected to discrimination. DSP will not deny a student a note-taker, or place restrictions on its use, if it is determined through the interactive process that a note-taker, so long as it does not constitute a fundamental alteration of the College's activities, services or programs or result in an undue burden on the College. The DSP Counselor will discuss the procedures below regarding the provision of a note-taker with the student, and provide copies of the College's written policies and procedures.

Note Taker Option:

If it is determined through the interactive process that a note-taker is needed for an individual student then the procedures below are explained and given to the student, along with the authorization to borrow a tape recorder or smart pen until a note-taker is found.

The student provides the instructor with a copy of his or her accommodation form and asks the instructor if they post lecture notes online. If not, ask the instructor to make an announcement that someone needs assistance with getting a note taker for his or her class. Below is the information for the instructor for the first class meeting:

A student in this class has been approved for note taking services. This is a confidential matter. Please do not make reference to the specific student requesting this assistance. During the first class session we would appreciate your making the following announcement:

“Currently Solano College serves approximately 550 students with disabilities. One of those students requires note taking services due in his or her classes. As an incentive, at the semester's end, Solano College's DSP can pay a small stipend for sharing a copy of your notes, and will provide you with a letter showing proof

and appreciation of your service which can be used as proof of work experience on your resume or service on your future 4-yr university application. If you are interested in being a note taker please see me after class so I might review the accuracy of your notes.”

Please check the prospective note taker’s notes for thoroughness and legibility. If you feel they might be a good candidate please direct them to DSP in the Student Services Building Room 407 or direct them to call 707-864-7136. Thank you for your time and for assisting this student.

1. You may also advocate for yourself and ask a fellow class mate, if he or she might be interested in helping you with this service.
2. Check with DSP and the instructor to see if a note-taker was found. If no note-taker is found after the first class period, the student should inform the DSP Specialist in order to receive additional help in recruiting a note taker. A DSP staff member will attend class to recruit a note-taker. This usually results in success.
3. Once a note taker is found, the student is to ensure that the DSP Specialist has the student's name, the name of the class, and the name of the note taker, and also refer the note taker to the DSP Specialist to complete an application. Verification of the note takers ability to take efficient notes will be determined in a timely manner by the DSP Specialist.
4. Students can retrieve their notes directly from the note taker (if they are comfortable with this option) or have the note taker leave the notes with the DSP Office immediately after class to be available for the student to pick up within 24 hours. Notes are copied and examined for clarity and accuracy by DSP staff and kept in a binder with the students name on it (if the note taker is aware of who they are taking notes for), otherwise the notes are listed by class name, day and time of the class. A record is kept of which students are in the class.
5. If a note-taker is still not found after the second class period, the DSP staff will again ask the instructor if they post lecture notes online. If not, either a DSP staff member will attend the third class period to take notes, or DSP will hire a paid note-taker for the third class period. As mentioned above, a tape-recorder or a smart pen will be authorized for loan by this student until a note-taker is found, which will provide access to the content of the lecture.
6. The DSP will make the notes available within 24 hours for pick up then, or thereafter.”

Test Taking:

1. The student should give a copy of their Accommodation Form to the instructor to make sure he or she is aware of the student's test taking needs.
2. When an upcoming test is announced in the classroom, the student is to come to the DSP Office to request a Routing Slip for the test and take to the instructor to complete. It is the student's responsibility to make sure that the form has been completed accurately, checking to make sure that the instructor has signed the routing slip (the instructor's signature is mandatory). If there are any issues regarding the test, it must be discussed with the instructor for clarification **before** the test is delivered by the instructor in email or hard copy to the DSP Office. Any decisions agreed upon between student and instructor must be indicated by a check mark for the selection on the Routing Slip. Verbal instruction passed only from instructor to student will not be accepted.

Tests and quizzes for a particular class vary as to amount of time allowed, materials allowed (e.g., notes, flash cards, open book, calculators etc.), alternate test times based on availability of student or space, and other variables requiring a routing slip for each test.

3. The student is to then bring the Routing Slip to the DSP Office to schedule a testing appointment, at least, 48 hours before the test is to be taken. This is to ensure that all testing preparations have been set up for the student based on their individual needs.
4. Based on the options listed on the Routing Slip, the instructor will deliver the test to DSP by hand or by email at DSPTesting@solano.edu. .
5. Unless allowed by the instructor and written on the Routing Slip, The student may not use: Notes, books, or calculators. Just as with students taking the test in the classroom where backpacks, purses, and cell phones are placed out of reach under the desk, in the DSP testing rooms (which are proctored only periodically) backpacks, purses and cell phones will be secured in a cabinet in that room.

Rules:

- Tardiness: If late 30 minutes or more, the student must notify the instructor to verify if they can still take the test or if the test needs to be rescheduled.
- Rescheduling: If for some reason the student cannot take the test on the scheduled day, the student is to inform the instructor and have the instructor contact the DSP staff in writing of the new date and time.
- No Show: Exam will be returned to the instructor until further instruction.
- Cheating: Exam will be stopped and instructor notified.
NOTE: ANY use of cell phones will be considered cheating.

DSP –Jump Start:

Students are instructed to attend a DSP “Jump Start” Session. Disability Verifications are to be brought in at this time (exceptions will be made for students who cannot attend and further instruction is given). Verification Forms are reviewed by the Student Services Assistant to ensure that they are in compliance with State requirements. Further instruction is given to the student if documentation is insufficient; however, the student is welcomed to stay for the session.

Additional required paperwork: DSP Application for Services, Student Education Contract, Student Information Questionnaire and the Student Conduct Standard Form will also be completed at this time. A Power Point is reviewed to further assist students with the completion of all forms and an overview of how the program works is explained to the prospective DSP students and parents. Time is given for questions and clarification of specific topics, so that students fully understand their responsibilities, what to expect, and the responsibilities of the DSP Office.

Examples of accommodations available are given and requirements to receive specific accommodations are explained which is based on the student’s disability. Instructions are also given on how to use the Routing Slip for testing purposes. Once all forms are completed and questions are answered, students are instructed to return to the DSP Office to make an appointment.

Appointments:

Appointments will only be made for students who have appropriate verification, as counselors are unable to provide in-depth accommodations without verification of the student’s disability. Temporary accommodations may be given at the counselor’s discretion based on information received or in a crisis situation, for example. However, the accommodation is documented as “temporary” and the student is instructed to bring verification as soon as possible. They are informed that the accommodations will be terminated after a short period of time if documentation of a disability is not received. Disabilities that can be verified through observation can be approved by the counselors. The time frame for an appointment is determined by the students need. For example, updating accommodations would be a 30-minute appointment; 60 minutes may be needed to complete an Ed Plan.

Files:

Once a student has had their intake appointment with a DSP counselor, an official file folder is created. Accommodation forms are stored online, as well as, the student’s Ed Plan in Ishtar. Files are kept in active mode for one year. Once a year has passed, the file is considered inactive and stored in the “inactive” filing cabinet.

The Title 5 requirement is to keep records for 3-4 years. After this time period the records are shredded. Medical documentation is kept for an additional year, though not required, since certain types of documentation are very difficult for returning students to duplicate. Tracking of the student’s inactive status is verified at the end of each month by the Student Services Assistant assigned to the task.

MIS:

Data from the student's medical verification is documented and tracked by Sidne Parker, the assigned Student Services Assistant. This is to ensure that any students with temporary disabilities or Psych disabilities are informed when documentation must be updated. This data is also used by the Student Services Assistant for MIS data input.

Funding is based on the student's disability type and the student is also required to have four contacts with the DSP Office each year to be eligible for State funding. Data is input at the end of each semester and a report is generated and sent to IT. This information is then verified by IT for any possible errors. Once the report is finalized, IT will then send the data to the Chancellor's Office. The Chancellor's Office will create a final report which is retrieved by the Student Services Assistant from the CCC website and filed in a binder.

Disability Services Program Note-Taking Accommodations Smart Pen Option Policies and Procedures

Note Taking:

Specific accommodations will only be provided to those students whose disability warrants the need for such services. During the intake session for Disability Services Program (DSP), the DSP Counselor will examine the disability documentation, and interview the student regarding their perceived disability related needs. For each note taking request, DSP will make an individualized determination, after engaging in an interactive process with the student. DSP will determine whether a note-taker, smart pen, tape recorder or other accommodation is needed to ensure that the student is not denied the benefits of or excluded from participation in Solano Community College's activities, services or programs, or is otherwise subjected to discrimination. DSP will not deny a student a note-taker, smart pen or a tape recorder, or place restrictions on any of these accommodations, if it is determined through the interactive process that the accommodation is needed, so long as it does not constitute a fundamental alteration of the College's activities, services or programs or result in an undue burden on the College. Instructions and demonstrations are provided to the student for each accommodation.

How does the Smart Pen assist with note-taking?

The Smart Pens are digital pens that record the lecture as the student writes brief or even symbolic notes (e.g. check marks, "test", "assignment", etc.). The recording of the lecture can be listen to after class by clicking the pen on the Livescribe paper where the notes were taken. The recording will go directly to that part of the lecture where the student clicked on their notes or symbols. The student can then listen to that part of the lecture and fill in their notes. This enhances learning better than a note-taker on the written words or symbols.

Procedures for using a Smart Pen

1. Following the counselor's recommendation that the student's note-taking accommodation would be a Smart Pen the student makes an appointment for 2 Smart Pen training workshops. During these workshops the student will learn all aspects of taking notes with the Smart Pen, recording the lecture at the same time, and retrieving the audio version of the lecture to enhance brief notes and symbols.
2. After 2 workshops the student will sign the DSP loan agreement and be given a Smart Pen to use in their classes for the semester.
3. Follow up workshops will be offered.
4. After obtaining the Smart Pen disability accommodation notice from the DSP Counselor, the student should ask the instructor to meet with them in private to give them the Disability Accommodation Notice, and discuss the recording accommodation, and their other accommodations.
5. The student may also hand the instructor the following signed statement:

"Students with disabilities who have been approved to use a smart pen the right to tape record class lectures (except when dealing with confidential information)

for their personal study only. (84.44 of Section 504 of the Rehabilitation Act of 1973 P.L. 93-112, amended P.L. 93-516). Lectures taped for this purpose may not be shared with other people without the consent of the lecturer. Tape-recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as a part of the class activity. Information contained in the tape-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

Student Pledge:

I have read and understand the above agreement on tape-recorded lecturers. I pledge to abide by the above policy with regard to any lectures I tape while enrolled in this class.

Student Signature: _____

Witness: _____

Date: _____”

Disability Services Program Note-Taking Accommodations Tape Recorder Option

Note Taking:

Specific accommodations will be provided to those students whose disability warrants the need for such services. During the intake session for Disability Services Program (DSP), the DSP Counselor will examine the disability documentation, and interview the student regarding his/her stated disability-related needs. For each note taking request, DSP will make an individualized determination, after engaging in an interactive process with the student. DSP will determine whether a note-taker, smart pen, tape recorder or other accommodation is needed to ensure that the student is not denied the benefits of or excluded from participation in Solano Community College (College's) activities, services or programs, or is otherwise subjected to discrimination. DSP will not deny a student a note-taker, smart pen or a tape recorder, or place restrictions on any of these accommodations, if it is determined through the interactive process that the accommodation is needed, so long as it does not constitute a fundamental alteration of the College's activities, services or programs or result in an undue burden on the College. Instructions and demonstrations are provided to the student for each accommodation.

Tape Recorder Option:

If it is determined through the interactive process that a tape recorder is needed, the student will be provided one.

Tape recording will allow the student to listen to the lectures again over the course of the semester, which will help the student retain the material more effectively. Studies have shown that listening to the same lecture more than once can help him/her determine what information is most important.

Taking notes from a tape-recorded lecture enhances learning and helps to assure remembering important details of the course. Studies have also shown that recorded lectures are more effective when combined with more "active" forms of learning, such as creating or organizing class notes.

Tape Recording Procedures:

1. After obtaining the tape-recording lectures disability accommodation notice from the DSP Counselor, the student should ask the instructor to meet with them in private to give them the Disability Accommodation Notice, and discuss the tape-recording accommodation, and their other accommodations.
2. The student may also hand the instructor the following signed statement:

"Students with disabilities who have been approved through the interactive process to use a tape recorder who have note-taking accommodations have the right to tape record class lectures (except when dealing with confidential information) for their personal study only. (84.44 of Section 504 of the Rehabilitation Act of 1973 P.L. 93-112, amended P.L. 93-516). Lectures taped for this purpose may not be shared with other people without the consent of the lecturer. Tape-recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as a part of the class activity. Information contained in the tape-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

Student Pledge:

I have read and understand the above agreement on tape-recorded lectures. I pledge to abide by the above policy with regard to any lectures I tape while enrolled in this class.

Student Signature: _____”

Witness: _____ Date: _____”

3. Find a tape-recorder that is digital and can store class lectures in files for different classes. Most devices will come with USB ports that you can use to upload lectures to your computer. DSP has a limited amount of these tape-recorders, which you may borrow with a loan agreement, or you may use your cell phone to record the lecture.