ADA and other compliance issues

Dr. Watson Harris,
Director, Academic Space and Technology Planning
ADA Campus Coordinator
ADA Organization at MTSU

- ADA Compliance Office
  - Dr. Watson Harris
- Disability and Access Center (DAC)
  - Dr. Lance Alexis
- Human Resources (HRS)
  - Kathy Musselman
- Institutional Equity and Compliance
  - Dr. Marian Wilson

*Only DAC and HRS determine ADA accommodations!!*

*The department/faculty never determines accommodations for staff or students.*
ADA accommodations – faculty responsibility

• Include statement on syllabus –
  – Reasonable Accommodations for Students with Disabilities: Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the Disability & Access Center (DAC) website www.mtsu.edu/dac and/or contact the DAC for assistance at 615-898-2783 or dacemail@mtsu.edu.

• Refer all students requesting accommodations to DAC. DAC provides students a letter of accommodations. Faculty should follow the letter of accommodations and should direct questions to DAC. Students are only required to provide documentation to DAC.

• All instructional materials should be accessible. The Faculty Instructional Technology Center can assist in making materials accessible.

• Faculty requested classroom changes after registration begins must be approved through ADA Campus Coordinator.
Environmental health and safety strategies

• Contact: Doug Brinsko at 615-494-7725
• [http://www.mtsu.edu/ehs/](http://www.mtsu.edu/ehs/)
• TOSHA and EPA fines are charged to the department
• Avoid daisy-chaining or extending extension cords across a walkway
• Purchase student safe equipment and just in time chemicals
• Take the safety training annually.
• Include safety information in your syllabi
Security strategies

• Where should valuables be stored?
  - At home or out of sight
  - State is self-insured with $25,000 deductible
  - [http://www.mtsu.edu/policies/general-policies/I-03-06.php](http://www.mtsu.edu/policies/general-policies/I-03-06.php)

• Should classrooms be locked?
  - Yes, and access to classrooms depends on the type of lock

• What should be done with Social Security and other personal identifiable information numbers?
  - Delete, delete, delete or store in lockable cabinets
  - Information security policy
  - [http://www.mtsu.edu/policies/general-policies/I-03-06.php](http://www.mtsu.edu/policies/general-policies/I-03-06.php)
Emergency strategies

• Consider strategies in an emergency. The appropriate strategy depends on the emergency.
  – Fire and bomb threat – evacuate
  – Shooter in the building – escape, hide/shelter in place, fight back
  – Tornado – shelter in safe places
• Do the Drill!!!! Participation in drills is required.
• Keep your cell phone handy and register for text messaging.
• Review the student conduct training module and contact Counseling Services if you have a question about a student.
• In an emergency, call 911 or 2424 and give your exact location.
Quiz

• Who do you contact for all ADA student issues?
  – Disability and Access Center

• Should you release students from class during a tornado?
  – NO!!!! Take them to a safest place per Alert4U

• How will you be notified of a student’s need for an ADA accommodation?
  – Student provides you a letter from Disability and Access Center

• What is an emergency that would require you to evacuate?
  – Fire drill or bomb threat

• What do you do with a distressed student?
  – Take the student to Counseling Services in the KUC
Have questions?

Dr. K. Watson Harris, CPA, CEBS
Director of Academic Affairs Space and Technology Planning/ADA 504 Campus Coordinator
Office of the University Provost
Middle Tennessee State University
Office Location – Peck Hall 203
615-898-5366
watson.harris@mtsu.edu