

## Disability Services Advisory Committee

### Meeting Minutes

### 10/19/2007

- 04/20/2007 - First Advisory Committee meeting
  - 10/19/2007 - Second Advisory Committee meeting
- The first Disability Services Advisory meeting for the 2007-2008 academic year was held on October 19, 2007. Some items of interest from that meeting:
- A decision was made to list the names of the committee members on the Disability Services web page - names only with no contact information.
  - The Disability Services web page describes the policies and procedures for requesting accommodations. Also, it has a link to Educational Testing Services because TCU follows ETS's documentation guidelines. At present, some of the documentation guidelines are posted on the Disability Services web page; our goal is to have all of the guidelines posted on our web page. Should a student seek accommodations at TCU, his/her documentation will need to adhere to these guidelines.
  - The approved University Syllabus Disability Statement was given to each member present. Some professors have suggested adding a buffer statement.
  - Dr. Linda Moore teaches a diversity course each semester and as a part of the course requirements, the students travel around campus in a wheelchair. Their input and recommendations are much appreciated. As a result, a sign that indicates where ADA restrooms are located has been added to the women's bathroom door in the Sadler Hall basement. Also, signage has been put up in the Student Center and the Library to help direct people to the elevators.
  - A suggestion was made to add a link from the Admissions web site to the Disability Services web site.
- **A question commonly asked is: How do students become aware of our services?**
- Admissions, Scholarships and Financial Aid, Student Development Services, Campus Life, Counseling and Testing, and the Registrar's Office are a few of the departments who are well-versed in the services we offer and they frequently refer prospective/current students to Disability Services.

- Information regarding Disability Services is listed in the Parent and Family Resource Guide and also in the Student Resource Guide, which are disseminated to students and parents at summer orientation sessions.
  - The Admissions Office Marketing Department provides information to Hobsons regarding services offered for TCU students with learning disabilities. Hobsons makes this information available to high school counselors.
  - Presentations on TCU's Services for Students with Disabilities were given at each summer orientation session.
  - A Faculty and Staff Guide to Accommodations for Students with Disabilities is distributed to all incoming faculty members at their orientation session. Disability Services also had a table at the fair for incoming faculty.
  - We participated in the Spring 2007 Transition and Disability Resource Expo held at TCU on April 24, 2007.
- TCU has requested that the City of Fort Worth make a curb cut on University Drive near the Veterans' Plaza. To date, the curb cut has not been made - this is an ongoing concern for TCU.
- Because some of the committee members may not be aware of the procedures for requesting accommodations, Stacy Moore-Helms briefly explained the process. Once a student is admitted and has enrolled at TCU, he/she may begin the process of requesting accommodations. Due to the large number of students applying, it is impossible to review the documentation for every *prospective* student. However, Disability Services is always glad to speak with prospective students and parents to discuss the procedures, process, guidelines, etc.
- **Handouts disseminated:**
- Disability Support Services at TCU
  - Services for Students with Disabilities brochure
  - Differences between High School and College
  - General Documentation Guidelines
  - Tips for Good Faculty Relations for Students with Disabilities
  - Academic Accommodations for Students with Disabilities
  - Approved disability statement as used in course syllabi