

Directors of Undergraduate Studies Meeting—November 2024

Meeting Notes

Tuesday, November 12, 2024

11:30-1:00 PM

UCC 2520D

- Welcome
- Updates from UI Accessibility Support Interest Group (ASIAGO)
Maggie Jesse, Executive Director, ITS Office of Teaching, Learning, and Technology

Some key points:

- Maggie explained how this group was formed two and a half years ago and recapped what was discussed when she visited a DUS meeting in Spring 2024. At the end of the spring, the Accessibility Support Interest Group submitted a report of their findings, and they were able to include DUS voices, concerns, and ideas because of our last meeting together.
- Maggie also explained regulations from the Department of Justice that all online content meet accessibility guidelines by April 2026, and she took questions about those requirements. One important point to remember is that these rules only apply to courses and teaching materials that are online; it is not a requirement to move everything online that has been happening in in-person classes or physical textbooks and materials. For example, there is no rule that all lectures must be recorded and made available to students online, but if lectures are recorded and made available to students online, they must be made accessible by including transcriptions.
- More details about the DOJ rules are available [here](#).

- Presentation: Working with Disability-Related Absence and Deadline Modification (DRADM) and Other Accommodations
Amy Korthank, Senior Associate Director, Academic Support, CLAS Undergraduate Programs

Some key points:

- Amy's PowerPoint, containing information about SDS best practices, instructors' and students' rights, what to do if a student's accommodations do not work for your course, FAQs, and more, will be sent to CLAS's DUS distribution list. (If you did not receive this presentation and would like it, please contact Liz Lundberg at elizabeth-lundberg@uiowa.edu.)
- Letters of Accommodation are sent to relevant instructors daily through Dispatch. It is highly recommended that instructors reach out to their students with accommodations using a templated email (such as the one Amy showed in

her presentation) to encourage students to meet with instructors to discuss how their accommodations apply to that course. DRADM, for example, is not a guarantee that students can miss unlimited course meetings and have extensions on assignments without making arrangements with instructors. Early and ongoing communication is key.

- SDS and CLAS UP are both available to answer questions about accommodations policies and help instructors provide accommodations while ensuring students are meeting courses' learning outcomes.
- Discussion at tables about attendance policies and DRADM
- Updates on Exam Policies
Cornelia Lang, Associate Dean, Undergraduate Education, CLAS

- UEPC and Associate Dean Lang have developed the following criteria for courses to hold exams (other than final exams) outside of their regular class meeting time:

Courses would be eligible to offer a midterm exam outside of class if the midterm exam must be administered in person AND:

1. The course has over 200 students enrolled and needs students to sit more spaced out than they normally do for class; OR
 2. The course is taught in multiple sections but needs all students across those sections to take the test at the same time; OR
 3. The course has over 50 students enrolled and meets for a 50-minute time block but requires more than 50 minutes for a midterm exam.
- Associate Dean Lang also explained that starting in Fall 2025, there will be a new drop-down field in MAUI for instructors to specify the length of their final exams out of three options: 60 minutes, 80 minutes, and 120 minutes. Providing this information to the Registrar will help with exam scheduling for students who have time and a half, double, and triple time testing accommodations by giving accurate information about how much time will be needed for each student. This system will hopefully also reinforce the message to instructors that they are not required by the College to give a final exam at all, and not required to use the full two-hour time block if they do.