ABOUT THE CONTRIBUTORS



A team of professionals, representing postsecondary institutions from twenty states throughout the United States, gathered in collaborative meetings and online and telephone conferences to help develop and test the professional development content and strategies included in these materials. Their continuous involvement in the *AccessCollege* project assured that project products have applicability nationwide. *AccessCollege* is funded by the U.S. Department of Education (grant #P333A050064), through DO-IT (Disabilities, Opportunities, Internetworking, and Technology) at the University of Washington.



AccessCollege staff and team members:

- develop and deliver professional development and technical assistance using multiple delivery systems.
- validate campus accessibility indicators and use pre-post checklists to document institutional changes in policies, procedures, and practices that lend to campuses that are more inclusive of students with disabilities.
- prepare content to be published in a book on universal design in postsecondary education, as well as distribute training videos, publications, and web resources to train faculty and staff on applications of universal design.
- improve the accessibility of activities and products of professional organizations.

Project methods will result in postsecondary institutions and professional organizations that are more inclusive of people with disabilities. Ultimately, *AccessCollege* will increase the success of individuals with disabilities in postsecondary education and careers.



AccessCollege Staff

DO-IT staff members who work on the *AccessCollege* project include:

Sheryl Burgstahler, Director
Michael Richardson, Manager
Rebecca C. Cory, Evaluation/Research
Coordinator
Marvin Crippen, Technology Specialist
Elizabeth Moore, External Evaluator
Rebekah Peterson, Publications Coordinator
Lisa Stewart, Project Coordinator
Linda Tofle, Editor

AccessCollege Team

AccessCollege team members are listed below.

Alice Anderson
Technology Access Program Coordinator
Division of Information Technology
University of Wisconsin–Madison
Madison, WI
Partner: Madison Area Technical College,
Madison, WI

Beatrice Awoniyi
Assistant Dean of Students
Director of Student Disability Resource
Center
Florida State University
Tallahassee, FL
Partner: Tallahassee Community College
and Florida A&M University, Tallahassee,
FL

Meryl Berstein Director, The Center for Academic Support Johnson and Wales University Providence, RI Partner: Community College of Rhode Island, Warwick, RI Sharon Bittner
Director, Academic Support Services
Des Moines Area Community College
Ankeny, IA
Partner: Iowa State University, Ames, IA

Barbara Brown Academic Counselor Kodiak College Kodiak, AK Partner: University of Alaska, Anchorage

Deborah Casey-Powell Assistant Dean of Student Services Green River Community College Auburn, WA

Adele Darr Director, Disability Resource Center Arizona State University Tempe, AZ Partner: South Mountain Community College, Phoenix, AZ

Tim Dailey Director of Disability Services for Students Southwestern Oregon Community College Coos Bay, OR Partner: University of Oregon, Eugene, OR

Jim Gorske
Assistant Dean of Students/Director of
Disability Resource Center
University of Florida
Gainesville, FL
Partner: Greenville Technical College,
Greenville, SC

Pam Griffin
General Disability Services Coordinator,
Disability Services & Resources
University of Minnesota—Duluth
Duluth, MN
Partner: Fond Du Lac Tribal and
Community College, Cloquet, MN



Grace T. Hanson

Director of Disabled Student Services

Mt. San Antonio College

Walnut, CA

Partner: California State University—Long

Beach, Long Beach, CA

Dyane Haynes

Director of Disability Resources for Students

University of Washington

Seattle, WA

Partner: Seattle University, Seattle, WA

Elaine High

Learning Disabilities Specialist

Virginia Walker

Cognitive Disabilities and Brain Injury/

Student-Athlete Liaison

Resource Center for Persons with

Disabilities

Michigan State University

East Lansing, MI

Partner: Kalamazoo Valley Community

College, Kalamazoo, MI

Melissa Locher

Coordinator for Disability Services

Missouri Southern State University

Joplin, MO

Partner: Crowder Community College,

Neosho, MO

Rodney Pennamon

Director of Disability Services

The Margaret A. Staton Office of Disability

Services

Georgia State University

Atlanta, GA

Partner: Georgia Perimeter College,

Clarkston, GA

Patricia Richter

Coordinator, Services for Americans with

Disabilities

Office of Human Diversity

Kutztown University

Kutztown, PA

Partner: Lehigh Carbon Community College,

Schnecksville, PA

Sharon Robertson

Assistant Director of Student Success Center

University of Tennessee at Martin

Martin, TN

Partner: Middle Tennessee State University,

Murfreesboro, TN

Rosezelia Roy

Coordinator, Students with Disabilities

Program

Virginia State University

Petersburg, VA

Partner: J. Sargeant Reynolds Community

College, Richmond, VA

Audrey Annette Smelser

Counselor/Disability Specialist

Student Support Services

National Park Community College

Hot Springs, AR

Partner: Henderson State University,

Arkadelphia, AR

Al Souma

Counselor, Disability Support Services

Seattle Central Community College

Seattle, WA

Partner: Seattle University, Seattle, WA

Suzanne Tucker

Coordinator, Disability Resource Office

Southern Connecticut State University

New Haven, CT

Partner: Gateway Community College,

New Haven, CT



Linda Walter Director, Disability Support Services Seton Hall University South Orange, NJ Partner: Raritan Valley Community College, Somerville, NJ

ACKNOWLEDGMENTS



DO-IT (Disabilities, Opportunities, Internetworking, and Technology) at the University of Washington has, since 1992, worked to increase the successful participation of individuals with disabilities in postsecondary education and employment. It sponsors projects that promote the use of assistive technology and the development of accessible facilities, computer labs, electronic resources in libraries, web pages, educational multimedia, and distance learning programs. DO-IT is a collaboration of Computing & Communications and the Colleges of Engineering and Education at the University of Washington. Primary funding for DO-IT is provided by the National Science Foundation, the State of Washington, and the U.S. Department of Education. More information about DO-IT initiatives and projects, including *AccessCollege*, can be found at http://www.washington.edu/doit/.

In 1999, the U.S. Department of Education Office of Postsecondary Education (OPE) funded *DO-IT Prof* (grant #P333A990042) to create professional development materials and train faculty and academic administrators nationwide to more fully include students with disabilities in their courses. In 2002, OPE funded *DO-IT Admin* (grant #P333A020044), which expanded *DO-IT Prof* efforts to train student service administrators and also staff. Project team members further identified the critical need to systematically change policies, procedures, and practices in order for both universal design and reasonable accommodations to be embraced at an institutional level.

AccessCollege (grant #P333A050064) continues to offer and refine the successful professional development and resources for faculty and administrators of earlier projects. It complements them with the identification, validation, and application of campus accessibility indicators (DO-IT, 2007) to document institutional change toward more accessible courses and programs. AccessCollege also supports The Center for Universal Design in Education at http://www.washington.edu/doit/CUDE/.

Much of the content for this publication is duplicated in other publications, training materials, and web pages published by DO-IT (e.g., Burgstahler, 2002, 2005, 2007 & DO-IT, 2007). Most can be found at the comprehensive website http://www.washington.edu/doit/. Permission is granted to copy these materials for educational, noncommercial purposes provided the source is acknowledged. Although the materials were developed with funding from the U.S. Department of Education, the contents express the opinions of the authors and do not necessarily represent those of the Department of Education, and you should not assume their endorsement.

AccessCollege is a Model Demonstration Project of the Office of Postsecondary Education in the U.S. Department of Education. The purpose of these projects is to develop innovative, effective, and efficient teaching methods to enhance the skills and abilities of postsecondary faculty and administrators working with students who have disabilities. Links to all of the Model Demonstration Projects are at http://www.ed.gov/programs/disabilities/awards.html.

CONTENTS



ABOUT THE CONTRIBUTORS	i
ACKNOWLEDGMENTS	v
INTRODUCTION TO CAPACITY BUILDING	1
What are the motivations, objectives, and processes for systemic change?	1
On what research can our professional development rest?	2
How can universal design help us focus on systemic change efforts?	3
What is a Community of Practice?	4
What is a Capacity-Building Institute?	4
CONDUCTING A CBI	5
What is the purpose of CBIs conducted by AccessCollege?	
What steps do we take to conduct a CBI?	
What are some tips for delivering presentations?	6
What presentation and handout materials can we use for our CBI?	
What should we include in the invitation to a <i>CBI</i> ?	10
What is an example of an agenda for a half-day CBI?	12
What are examples of agendas for full-day CBIs?	15
What is an example of a multiple-day CBI?	22
How can we evaluate our CBI?	28
What can we do after the CBI to maximize its impact?	33
Where can we get more presentation ideas and materials?	33
RESOURCES	35
REFERENCES	37
Publications	37
DO-IT Comprehensive Training Materials	38
DO-IT Websites	38

OVERHEAD VISUALS	41
VIDEOS AND PUBLICATIONS	91
Videos	91
Publications	93