

Madisonville Community College Online Policies and Procedures

Guidelines/Standards for Online Accessibility

- Madisonville Community College will use guidelines established by the World Wide Web Consortium (W3C) in conjunction with Section 508 standards in the Federal Rehabilitation Act when developing online courses.
- Courses existing prior to this implementation of this policy will be adapted for compliance.

Access to Online Courses

- Faculty teaching online or Web-enhanced courses should screen and adjust the components of the course for accessibility.
- All course syllabi should include contact information.
- Each college website must include two contact links for users having trouble accessing the site content.

Faculty Responsibilities

- Faculty will get approval to develop online and web enhanced courses from their division chair and academic dean.
- Faculty will seek training in ADA issues and specific course management systems before they place a course online.
- Faculty will notify division chair of the proper teaching mode so courses will be properly identified for PeopleSoft.
- Submit statewide courses to Distance Learning Coordinator through eRMA.
- Develop courses with KCTCS's "504/508 American Disabilities Act Compliant Check List" and "Online Continuous Course Improvement Guide"

Distance Learning Coordinators

The distance learning coordinators for Madisonville Community College are:

- Tang Suppacheewa, JHG 248A, 824-1700, tang.suppacheewa@kctcs.edu
- Chet Cunningham, JHG 261, 824-8699, chet.cunningham@kctcs.edu
- Debbie Wright, JHG 263, 824-8614. Debbie.wright@kctcs.edu

**MADISONVILLE COMMUNITY COLLEGE
DISTANCE LEARNING PROCEDURES FOR PROVIDING ACCOMMODATIONS**

PROCEDURES FOR STUDENTS

Madisonville Community College students enrolled in Distance Learning classes who require an accommodation must contact the Disability Resource Coordinator, Valerie Wolfe. She can be contacted at 270-824-1670 or by e-mail at Valerie.wolfe@kctcs.edu.

Students must register with the Disability Resource Office and provide documentation of their disability and how it will impact them in the Distance Learning class.

Documentation will be reviewed by the Disability Resource Coordinator. The coordinator and the student will discuss the impact the disability has on the class and the appropriate accommodations. Faculty, staff and outside professionals will be consulted if needed.

The Disability Resource Coordinator will ensure that all documentation is kept confidential and shared with college personnel on a limited need-to-know basis.

The Disability Resource Coordinator will contact the Disability Resource Coordinator at the campus delivering the course if it is not Madisonville Community College. The delivering campus is the campus where the faculty member teaching the class is employed.

The Disability Resource Coordinator will contact the instructor(s) at the delivering college and outline the accommodations requested for the student and how they will be implemented. The Disability Resource Coordinator will work with the student, the instructors, and any other personnel necessary to resolve any issues that may arise.

Students should contact the Disability Resource Coordinator at the home campus if accommodations are not provided in an effective manner or a timely way.

Students with disabilities who believe they have been discriminated against on the basis of their disability may contact the EEO Coordinator, Scott Reynolds, at Madisonville Community College.

FACULTY RESPONSIBILITIES

Madisonville Community College faculty will make available the contact information for the Disability Resource Coordinator through the course syllabus or orientation information.

Faculty will encourage students with disabilities to contact the Disability Coordinator at their home campus for assistance in requesting accommodations.

Faculty, student and Disability Coordinator will discuss the accommodations and the implementation procedure.

Faculty will contact Madisonville's Disability Resource Coordinator, Valerie Wolfe, if they have questions or concerns about requested accommodations.

Faculty should contact Madisonville's Disability Resource Coordinator, Valerie Wolfe, anytime during the semester if the student appears not to be processing or using the accommodation appropriately. Madisonville's Disability Resource Coordinator will then contact the Disability Coordinator at the home campus if it is not MCC.