**University of Minnesota Academic Health Center Programs**

**Structured Interview Questions for Academic Health Center Program Contacts**

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| **COLLEGE/SCHOOL**: **Meeting Date**: **Meeting With**: **Interview Completed By**: |

1. **In general, how are things going for students with disabilities?**
	1. **What is going well (regarding access/reasonable accommodations)?**
	2. **Any concerns or challenges?**
2. **Clarify accommodation request/notification process:**
	1. **Who should receive accommodation letters?**
	2. **Is this effective?**
	3. **Are any revisions needed in the accommodation notification process?**
3. **Departmental training needs:**
	1. **Faculty/staff**
		1. **Topics/Issues**
		2. **Suggested Dates/Timeframe**
	2. **Student**
		1. **Topics/Issues**
		2. **Suggested Date/Timeframe**
	3. **Are DRC provided classroom speakers needed?**
4. **Scholastic Standing Committee (or similar function).**
	1. **Does the committee address disability related issues?**
	2. **What are some common disability-related issues the committee has addressed?**
	3. **What is the process for DRC involvement in Committee meetings and handling of documentation?**
5. **Program deceleration**
	1. **Is deceleration available for students without disabilities?**
	2. **If recommended as a reasonable accommodation – how is it handled?**
6. **Review curriculum and discuss the following topics:**
	1. **Overview of general curriculum of the program(s)**
		1. **How are essential requirements determined for didactic courses?**
		2. **Clarify roles of Access Consultant, faculty and/or program director in process.**
	2. **Clinical rotations/fieldwork placement: how many, how often?**
		1. **How are essential requirements of rotations/field placements determined?**
		2. **Clarify roles of Access Consultant, faculty and/or program director in process.**
	3. **How do students request accommodations for rotations/placements?**
		1. **Who is the point of contact to request clinical accommodations?**
	4. **How do students request accommodations on board exams?**
		1. **What is the role of the Access Consultant in assisting students with board accommodations?**
		2. **Is there a separate exam for state and national boards or does the state board have a role in approving national exam accommodations?**
		3. **State Board: Additional details**
		4. **National Exams: Additional details**
		5. **Points of Contact**
			1.
			2.
7. **Test accommodations**
	1. **Is there an effective process for departmentally providing testing accommodations?**
	2. **Department vs. DRC proctored exams**
		1. **Issues/concerns/recommendations with DRC proctoring**
	3. **Practical examinations and testing accommodations, clarify process**

1. **Admissions process (DRC assistance)**
	1. **Disability statements in materials/public information**
	2. **Access during admissions interviews-any needs?**
	3. **New student orientation- how can DRC participate?**
2. **Technical Standards: Skills, knowledge and abilities bring into the program**
	1. **Requirements to be “Otherwise Qualified**”
	2. **Status of development of technical standards**
	3. **When were they last reviewed?**
	4. **Any DRC assistance needed at this time?**
3. **What degree programs are available in the School or College?**
4. **How many students are in each Program or in the College?**
5. **Anything else I should know related to equity, diversity or access within the program?**