**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**
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?**