“The DIA working group allowed me to transform from a self-advocate to an advocate for others. The group’s approach pushes beyond academic accommodations; they incorporate the important steps of placing a disability focus, along with other diversity concerns, at the very foundations of the design of projects seeking to enrich scholarly and professional outcomes.”

—Johileny Meran, BA graduate, Inaugural NYU Center for Disability Studies award winner.

Report to the Provost from the Disabilities, Inclusion and Accessibility Working Group (DIA)

Office of the Provost
September 2019
Overview: Collaborating for Inclusion

In response to a request from NYU Provost Katherine E. Fleming, The Disabilities, Inclusion and Accessibility Working Group (DIA) was established in 2016 with the aim of coordinating initiatives to make New York University campuses inclusive and accessible for all people, regardless of physical, cognitive or sensory ability. The working group has over thirty voluntary members (see p24) drawn from diverse departments and programs across NYU, including teaching faculty, undergraduate students, graduate students and professional staff, incorporating people with mobility, hearing, visual, sensory, and neurological impairments. The group is co-chaired by co-Directors of the NYU Center for Disability Studies, Faye Ginsburg, Professor of Anthropology (Faculty of Arts and Sciences) and Mara Mills, Associate Professor of Media, Culture and Communication (Steinhardt School of Culture, Education and Human Development), and Karen Nercessian, NYU Associate Vice Provost (Strategy and Chief of Staff).

Building on the strengths of NYU’s vibrant disability community, DIA has been engaged at many levels of University life. The working group’s primary approach has been to promote the creation of a more welcoming infrastructure for people with disabilities on our campuses, and to build relationships between NYU academic departments and on-campus resources (such as the Moses Center for Students with Disabilities and the Office of Global Inclusion, Diversity and Strategic Innovation), as well as student groups (such as the Disability Student Union), professional departments (such as Human Resources and the Registrar), and other facilities and community organizations. In all activities, DIA encourages collaborative practice and community consultation to galvanize innovative initiatives which support universal inclusion.
The Work So Far

DIA completed its three founding goals in 2019. These were to:

1. Formulate a statement of intent that reflects the University’s overall policy on, and commitment to, accessibility.
2. Provide recommendations to the University Senate Ad Hoc Task Force on Equity, Diversity and Inclusion.
3. Provide recommendations for a better integrated platform for the Center for Disability Studies and the Disability Student Union as well as the Office of Equal Opportunity and the Moses Center for Students with Disabilities.

IMAGE DESCRIPTION: A diverse group of ten people including a wheelchair user and a person with a walker face the camera, smiling. They stand near Madison Square Park, wearing purple NYU t-shirts in order to represent NYU at the July 2019 Disability Pride parade.
Alongside these major objectives, DIA established a robust social network that has enhanced understanding of disability, encouraging many other positive gains through collaboration with NYU departments and programs. These gains have been primarily in the areas of: expanding services, raising awareness, creating better technological access, improving training, modifying access, creating better signage, surveying facilities and advancing accessible research and scholarly practice. For example, in collaboration with the Center for Disability Studies, DIA created a one-page guideline document for making events more accessible. Posted to the Center’s website, this document has spread virally across campus, a fact notable in the expanded request for Computer Assisted Real-Time Translation (CART) and American Sign Language (ASL) services for public events.

This report, compiling summaries by partner departments, describes some of the most important projects undertaken as of Fall 2019, and points toward areas for future attention.

**Partners, Projects, Progress**

**Moses Center for Students with Disabilities**

The Henry and Lucy Moses Center for Students with Disabilities provides comprehensive services and programs for undergraduate and graduate students with hearing and visual impairments, mobility impairments, learning disabilities and attention deficit disorders, chronic illnesses, and psychological impairments. The Moses Center functions to determine qualified disability status and to assist students with obtaining appropriate accommodations and services. Services provided are designed to encourage independence and self-advocacy, backed by a comprehensive system of supports.
In addition to the core mission of providing disability services and accommodations to NYU students at all NYU campuses and study-away sites, the Moses Center has worked through the DIA platform to make great progress in addressing several key access issues at NYU over the past year, which include:

- **Enhancing access to available sign-language interpreters and computer assisted real-time translation (CART) providers.** These facilities make NYU’s learning environment and on-campus events more inclusive to a variety of stakeholders, and expand NYU’s status as a desirable venue for visiting lecturers and other guests.

- **Collaborating with NYU IT to ensure digital accessibility of the NYU website, its content and educational materials.** The Moses Center currently shares a staff member with NYU IT with an aim to ensure sustained inclusive design practice, particularly for those with visual impairments or restricted use of their hands.

- **Collaborating with NYU Steinhardt and the NYU Connections program to design support protocols for Autism Spectrum Disorder (ASD)-identifying students.** This included weekly support meetings held by Moses Center staff, and bi-monthly sessions co-coordinated with Lauren Hough and ASD Nest.

- **Securing worldwide access for NYU students, faculty and administrators to the AIM academic database.** This disability services database complies with WCAC AAA and [Section 508 of the Rehabilitation Act (29 U.S.C &794d)].
Alongside these successes, the Moses Center has also worked with DIA and University Development to secure funding for a two-year professional staff position dedicated to the NYU Connections program.

**NYU Connections**

In May 2019, NYU Connections completed its third year coordinating a program for ASD undergraduate and graduate students at NYU. The program, a collaboration between NYU Steinhardt, the NYU ASD Nest Support Program and the Moses Center for Students with Disabilities, is free and available to any ASD-identifying NYU student. The program has three basic parts: (1) weekly individual meetings with disability specialists from the Moses Center, (2) frequent group meetings rotating between Tandon and Washington Square campuses and (3) outreach to the entire NYU community on issues related to neurodiversity and student success.

NYU Connections worked with DIA to secure funding from the Steinhardt Diversity Innovation Grant program, with additional support from the Office of Global Inclusion, Diversity and Strategic Innovation (GIDI), to enrich outreach to the NYU community in order to develop greater awareness about ASD. Our first initiative, launched Spring 2019, is the production of a series of short films written and directed by NYU Connections students. These films will focus on their personal experiences navigating NYU with autism, and what they would like other members of the NYU community to know about their experiences. The first film is planned to be completed and ready for viewing in Fall 2019.

NYU Connections has also benefited from a competitive grant secured by the Moses Center, which will be used to staff a two-year position dedicated to servicing the ASD-pipeline program, expanding facilities to meet the expected increasing demand in the coming years for support for ASD.
students. In the first year (AY2017-18), approximately sixteen students participated, increasing to thirty-five in AY2018-19. Since this was accomplished without marketing or a website presence, increasing visibility is anticipated as NYU Connections furthers its publicity efforts.

The next goal for NYU Connections is to secure funding for a full-time Program Director, who will have two main roles: First, to manage the existing workload and established collaborative relationships with the Moses Center and GIDI, and second, to further advocate for resources and on-campus support for neurodiversity.

NYU Facilities

NYU Facilities staff have been vital stakeholders (and superstars!) within the DIA network. Early on in the working group’s activities a “catch all” email address was created and promoted across campus to encourage people to be vocal about their accessibility concerns (accessibility.inclusion@nyu.edu). As DIA co-Chair Karen Nercessian says, “because NYU Facilities are the first in and last to lock the doors on campus, they have become valuable ‘first responders’ to messages relayed through the email platform.”

NYU Facilities made their work with DIA a priority, implementing training initiatives, process improvements and made many important changes with respect to improving accessibility and inclusion in the NYU campus built environment, including:

- Tisch Hall: install an exterior button to operate the automatic door.
- Bathrooms across campus: Perform various improvements within restrooms across campus, including modification to thresholds, mirrors, flushometers, soap dispensers, toilet paper and paper towel dispensers, door hardware, and grab bars, etc.
- Casa Italiana: install new wheelchair lift.
- Barney Building: install new wheelchair lift.
- Third North Dorm: install a ramp within the interior courtyard.
- Lipton Hall Dorm: made various improvements on the ground floor.
- 19 West 4th: install automatic door opener at the front entrance.
- 239 Greene Street: install automatic doors on the 6th and 7th Floors.
- 1 Washington Place: install automatic doors at the exterior entrance, as well as interior ground floor doors.
- Woolworth Building: install braille directional signage.
- 20 Cooper Square: install additional automatic door opener into the building and on the 2nd floor.
- Install a ramp for stage accessibility to dais, 7th Floor Common Room.
- 665 Broadway: install automatic door openers on the 9th floor.
- 25 Waverly Place: build a ramp into the building and create a wheelchair accessible bathroom on the 1st floor.

Most of these projects have already been completed, the rest are scheduled to be completed by the end of FY2019.

Additionally, NYU Facilities have worked closely with many other NYU departments to successfully implement their projects, such as NYU IT and Campus Media.

**NYU IT & NYU Digital Accessibility Program**

NYU IT’s Digital Accessibility Program, under the leadership of Chief Services Officer Kitty Bridges, has actively engaged community members across NYU in the remediation of their websites, web content and web applications to make them accessible for all. Major milestones have been met in terms of
policy and procedures, with the design of a master NYU Accessibility Website, a Corrective Action Plan and ongoing training reports.

Two features of the NYU Accessibility website will prove particularly helpful in day-to-day operations around the university:

- The Faculty FAQ page on the digital accessibility website provides examples of accessible syllabi in several formats. There are also syllabus templates which can be easily filled in by Faculty and saved to an accessible PDF format.
- The Documents How-To Guide section provides an overview of how to create and save files in a variety of formats to make them accessible (e.g. for Word, PowerPoint, Acrobat, Excel, etc.). It also alerts writers to other potential resources available in frequently used software.

With the ambition of sharing its progress and raising awareness of developments, NYU IT has also begun producing a monthly newsletter on the topic of Digital Accessibility (beg. Jan 2019). More generally, NYU IT and the Digital Accessibility Program staff have been key partners in the project of raising awareness of digital accessibility issues. Kitty Bridges, in particular, has actively met with NYU departments to help them better understand the simple technical and practical steps that can be taken to enhance inclusion for all.
A SPOTLIGHT ON COLLABORATION:

NYU Steinhardt x NYU Facilities x NYU IT

Responding to multiple complaints about NYU bathrooms not being accessible, Alfred Ng (Assistant Vice President, Facilities Management) connected with Anita Perr (Clinical Associate Professor, Steinhardt) in a DIA meeting to collaboratively devise a solution.

Step 1: Anita had her Occupational Therapy Graduate students survey all bathroom and general use facilities in three major NYU buildings. They collected data in both observational and experiential ways, asking questions such as: Can I get in easily? Can I turn comfortably? Can I push the doors? Is the room large enough?

Step 2: Alfred’s team compiled the surveys into a quantitative data set which could be analyzed. The data was grouped by three categories, in terms of the magnitude of access issues.

Step 3: Together with NYU IT, the group devised a notification system to be incorporated into the NYU Mobile App, thus enabling students with accessibility concerns to quickly orient themselves to the most appropriate facilities nearby.

While this solution cannot replace the more important long-term goal of providing more inclusive bathroom facilities on campus, the innovative thinking of DIA group members and their students has offered a workable pathway to change, implementable within only a few weeks.

Further, owing to the success of the project, Anita Perr has since commissioned her students to survey all entrances of NYU owned and rented buildings. This includes evaluating ground surfaces and changes in level, clearance width, door hardware and opening capacities, communication systems and instructions/notifications regarding accessible entries. 166 entrances were assessed in total, and the group are currently formulating their recommendations for building improvement works and further staff training.
NYU Campus Media

Following recommendations from DIA, Campus Media installed adjustable height instructor’s tables in three classrooms to assist faculty who use wheelchairs or for other reasons cannot access the standard podiums. These features provide the faculty with a table from which they can use a computer and control the AV media in the classroom from one location while remaining seated or standing during class. All controls for technology are controlled from the computer monitor.

The accessible table design was based on instructor tables adopted by the University of Pennsylvania for their classrooms and was endorsed by the working group. We surveyed faculty who used the tables after the fall 2017
and spring 2018 semesters and feedback was very positive. We received feedback from disabled faculty and other faculty who appreciated the option of standing or sitting while teaching. The Registrar was able to assign these classrooms to faculty who identified as physically challenged.

NYU Campus Media thank Facilities Management for their assistance and involvement in getting power and data installed for these tables, and aims to add adjustable instructor’s tables to several more classrooms in the future.

**NYU Public Safety**

NYU’s Department of Public Safety (DPS) has been collaborating with DIA to enhance professional standards, public safety operations and communications. Their initiatives have included:

- *Disability Awareness Training* for Annual In-Service Training candidates (Protective Services, Technical Sergeants, and Special Events Sergeants, Lieutenants, and Captains), New-Hire Security Officers and the Community Response Unit. Some training sessions include information on Bias Based Profiling.
- *Redesigning the DPS Emergency Management website* text and *Public Safety website* to ensure all pages were in compliance with digital accessibility requirements.
- *Adding accessibility information and contacts* for planning assistance to the Resilient NYU folder system to improve functionality.
- *Design and implementation of inclusive “active threat” exercises*, conducted with the Moses Center and Student Health Center.
- Collaborative projects with Environmental Health and Safety, and Facilities and Construction Management to *identify inclusive signage*. 
needs for areas of refuge/areas of rescue assistance. This will be a priority project for 2019-20.

- **Filming a disability, access and functional needs-inclusive “active threat” civilian response training video** (planned Summer 2019).
- **Publishing the first DPS annual report online, both in e-book and digitally accessible formats.** The digitally accessible version includes all information located in the electronic book, allowing all members of the NYU community to access it.

**IMAGE DESCRIPTION:** A classroom with seated NYU Department of Public Safety Officers listening to a man offering a lecture, part of Annual In-Service Training sessions to promote greater awareness of disability issues on campus.
NYU Tisch School of the Arts (TISCH)

Tisch has been working with DIA to promote accessibility awareness throughout its scholarly and professional network. Their initiatives have included:

- *Redesigning the Tisch website and content* to promote inclusion and accessibility.
- Working with Center for Disability Studies co-chair Faye Ginsburg to provide *audio-description support for blind or low-vision audience members* attending film screenings held at TSOA.

Additionally, Tisch conducted a survey of faculty, staff and students to evaluate their confidence with accessibility best practice. The following areas were identified for attention in the coming year:

- Training on general principles of accessibility in-person, in-classroom and in related training settings.
- Training to make PDFs accessible.
- Training on captioning video.
- Training on making social media content accessible.

Tisch also seeks to promote greater access to ASL interpreters and CART services for their live public events in the coming year.
Global Inclusion, Diversity and Strategic Innovation (GIDI)

The NYU Office of Global Inclusion, Diversity and Strategic Innovation (GIDI), under the leadership of Lisa Coleman, has worked with DIA to affect change in several areas:

- *Hosting a panel and interactive dialogue with researchers, scholars and faculty* on the importance of embracing and accommodating the neurodiversity of students to create inclusive classrooms and learning environments.
environments. The panel shared current research, trends, and strategies for how we can engage the diversity of cognitive and learning styles.

Vimeo Link: https://vimeo.com/314354716

- Sponsoring a digital media project by Dr. Kristie Patten Koenig (Chair, NYU Dept. Occupational Therapy) entitled, “Short Films on Neurodiversity.”
- Analyzing data from the Rankin & Associates-led Being@NYU project to understand current disability experience throughout NYU’s global campuses.
- Engaging Robyn Weiss (Director, Moses Center for Students with Disability) to present as part of the GIDI accelerator and incubation labs.

GIDI is currently conducting a search for Director of Disability Inclusive Services, to be completed Fall 2019.

NYU Center for Disability Studies (CDS)
The NYU Center for Disability Studies is a key DIA partner and shares its co-chairs, Faye Ginsburg and Mara Mills. A more comprehensive summary of CDS’s extensive projects will be reported separately, but below are some their 2019 highlights:

- **Expanded public presence by launching a website, new mail system, as well as Facebook and Twitter accounts.** These resources promote the CDS’s many events and seminars, while modeling best practices in digital accessibility and serving as a hub for NYU resources related to disability (from public safety to event accessibility).
- **Expanded community partnerships in NYC.** CDS hosted Alice Sheppard, a leading figure in the disability dance world, as a visiting artist/scholar.
this spring. CDS continued to partner with *Disability Arts NYC (DAN)* (working with the Mayor’s office and many groups throughout the city), run by Kevin Gotkin (MCC) and the well-known disability scholar/activist Simi Linton. CDS designated a space for them in its NYC office, enabling them to organize several “Boot Camps”—intensive trainings in advocacy and policy development for disability arts—funded by the New York Community Trust’s Cultural Agenda Fund, in order to prepare cultural workers, advocates and artists to serve on grant review boards, work in city agencies, non-profits, to advance disability arts in NYC. Their efforts contributed to the groundbreaking [CreateNYC Disability Forward Fund](https://www.createnyccommunityfund.org/), providing $640,000 to 22 NYC arts organizations for programs that deepen engagement in the arts for people with disabilities.

- As a result of expanded community partnerships, online visibility and thus increased public presence CDS has attracted international attention, some of which has led to collaborations with similar groups in other countries. This year, CDS co-Chairs Ginsburg and Mills met with disability academics and activists from Japan (Prof. Alisa Sugiyama, Teikyo University School of Law) and Nadia Dib (Fundacion Jazmin, Uruguay) who requested to visit the NYU CDS office in New York. CDS has also continued its longstanding collaboration with Instituto 17 (Mexico City); this February, they conducted a [Skype interview](https://www.youtube.com/watch?v=SkypeInterview) with Mills about the work of CDS as part of their “Diverse University” conference.

- *Participated in a workshop held on Disability, Bias, and Artificial Intelligence at the NYU AI Now Institute.* The workshop included 20 people from engineering, design, arts and academia, including CDS directors Mara Mills (who gave a short opening talk), Faye Ginsburg and assistant Emily Rogers. CDS is now working on a collaborative white paper based on the workshop with AI Now director Kate Crawford.
• Through space-sharing, CDS additionally supported the work of Positive Exposure. Director Rick Guidotti uses photography to present the humanity and dignity of individuals living with genetic, physical, behavioral and intellectual differences. Four short films—on autism, transgender, Familial Dysautonomia, and Down Syndrome—were shot in the CDS space.

• Co-sponsored a disability-related art exhibit and panel on Collective Strategies for Reparative Care at EFA Project Space (Elizabeth Foundation for the Arts), with funding and moderation by Kevin Gotkin (MCC).

• Helped fund and advertise Crip Imponderabilia, a Gallatin disability art exhibit curated by M.A. student and artist living with low vision, Bojana Coklyat.

IMAGE DESCRIPTION: A photograph from the CDS-supported exhibition “Crip Imponderabilia” at NYU’s Gallatin Gallery, April 2019. Facing the camera are curator Bojana Coklyat, standing with a cane, dressed in a Princess Leia costume. To her right are disability activists, performers and educators Visiting Professor in Performance Studies Danielle Peers, seated in a wheelchair-cycle, and Dr. Lindsay Eales who stands behind.
• **Collaborated with the NYC ReelAbilities Film Festival**, for which Faye Ginsburg is an advisor, to have a screening of the Australian documentary *Gurrumul*, on the blind Indigenous musician who achieved fame on the world stage.

• Mara Mills *participated in the lecture-dance performance* *Paramodernities* at New York Live Arts and the Wexner Center, for which the CDS sponsored a related talk-back session on audio description for dance. The performance series was well-reviewed in the [New York Times](https://www.nytimes.com/) and elsewhere.

**IMAGE DESCRIPTION:** A diverse group of 28 people sit around a boardroom table, with NYU president Andrew D. Hamilton at the head. This is a special meeting of the DIA working group, in the President’s Conference Room, for the Inaugural Center for Disability Studies Awards. CDS co-chairs Faye Ginsburg and Mara Mills are seated to the left of the table, with Associate Vice Provost Karen Nercessian. Undergraduate award winner Johileny Meran and M.A. award winner Bojana Coklyat are seated to the right, with smiling family members around them.
• **Continued the CDS Monthly Lunchtime Seminar** that draws faculty, graduate students, undergraduates (especially those running the Disability Student Union), as well as Moses Center staff together once a month to learn about the work people are doing across departments and campuses (including NYU Abu Dhabi and Shanghai) in order to build our diverse existing NYU network into a robust and collaborative community.

• **Hosted an outstanding and wide-ranging series of public events on disability studies across disciplines, attended by more than 700 people.** CDS’s public events at NYU included lectures, film screenings, book parties, and performances. These events reached across a broad range of interests and ideas, attracting diverse audiences.

• **Developed awards for outstanding undergraduate, MA and PhD students in Disability Studies**, all in collaboration with the Provost’s Office.
“This working group has been so important for the campus-wide Digital Accessibility Program. Contacts made through the group, learnings from those with accessibility issues of all sorts, and the collective energy and spirit of the group have been transformative.”

— NYU IT

**Future Directions**

Since its initial [charge](#) by Provost Fleming, DIA has created a robust network of people engaged with making a more disability inclusive campus. The working group completed its founding goals in 2019, including making [key recommendations to the Ad Hoc Advisory Task Force on Equity, Diversity and Inclusion](#). Exceeding its initial objectives, the working group has become a social hub which allows diverse NYU stakeholders to coordinate their efforts to make the university more accessible to all—from ramps and door openers, to audio description technology and screen readers, to awareness-raising initiatives for support of neurodiversity.
At the head of its success has been a strategy to engage faculty and student disability expertise while capitalizing on more general forms of information and awareness developed in collaborative discussion, as we become aware of issues that need to be addressed. In this way, the DIA working group promotes social justice at NYU by creating both practical infrastructural change and transformations of consciousness within the broader University community. We see this as a move from the need for accommodations, to the possibilities of a truly welcoming campus. This fact was evident in our inaugural award ceremony to honor outstanding work in
disability studies, co-sponsored by the NYU Center for Disability Studies and the Provost’s office, awarded by President Hamilton at a meeting of the DIA Working Group.

One trend to note throughout this report—and a topic of discussion that arose regularly in stakeholder meetings—is the significant increase in students, faculty and professional staff reaching out for accessibility-related support. We see this as a positive step, which signals increased participation in academic and professional life by people who might otherwise have been excluded, not knowing where to turn for the kinds of accommodations that they need.

In the coming year, DIA seeks to capitalize on their established network in the core ways indicated throughout this report. We are particularly concerned to address the need to have clear guidelines and support for emergency preparedness for people with disabilities across campus in classrooms, dorms, and faculty housing; we have a sub-committee engaged in working on this pressing problem. We have also worked to make more accessible classrooms, offices and housing available for faculty and graduate students with disabilities. For recruiting doctoral students in particular, the lack of accessible housing close to campus—an important issue given the terrible condition of transportation for people with disabilities in the city—is of particular concern and has become a focus for another of our sub-committees. Questions of access to appropriate neurological testing for students who may need this kind of assessment has also emerged as a significant area of work.

We look forward to meeting these challenges with ongoing support from our partner departments and individuals. DIA’s success and strategic competencies have been recognized by the University in their awarding of support for a new full-time position: Director of Disability Culture. We are presently working with OGI to conduct the search for a suitable candidate, and eagerly anticipate the appointment.
Finally, the DIA co-chairs and members offer profound thanks to the Provost and her Office for the support and recognition which has galvanized the many successful projects noted in this report. Without that backing, we would never have been able to accomplish the projects that we have inaugurated over the last three years. We hope for continued support in the future, as we continue to advocate for accessibility, inclusivity and welcome in all areas of University life.

DIA co-Chairs:
(Co-Chairs of the Center for Disability Studies)
Faye Ginsburg, David B. Kriser Professor of Anthropology (FAS)
Mara Mills, Associate Professor of Media, Culture, and Communication (Steinhardt)
and
Karen Nercessian, Associate Vice Provost for Strategy and Chief of Staff.

DIA members:
Susan Antón, Professor of Anthropology (FAS)
Sheril Antonio, Associate Arts Professor (Tisch)
Quemuel Arroyo, Master’s Student (Wagner)
Christina M. Beck, Bachelor’s Student (Liberal Studies), President, Disability Student Union
Kitty Bridges, Chief Services Officer and Deputy CGTO/CITO
Linda Chiarelli, Vice President for Capital Projects and Facilities
Laurence Coderre, Assistant Professor (FAS)
Bojana Coklyat, Master’s Student (Gallatin)
Lisa Coleman, Senior Vice President for Global Inclusion, Diversity, and Strategic Innovation and Chief Diversity Officer
Kelle Colyer-Brown, Equal Opportunity Manager
Tracey K. Gardner, Deputy Chief of Staff to the President
Donna Gary, Bachelor’s Student (Gallatin), Disability Student Union
Gregory R. Guy, Professor of Linguistics (FAS)
Matthew Frank Holman, Bachelor’s Student (Tisch), NYU Connections
Lauren Hough, Co-Project Director, ASD Nest, and NYU Connections
Cara Ryan Idriss, Doctoral Student, Anthropology + NYU Connections
Joseph P. Juliano, Vice Provost for Strategic Planning
Kristie P. Koenig, Associate Professor and Chair of Department of Occupational Therapy (Steinhardt), NYU Connections
Anne Marie McLaughlin, Director, Continuity, Emergency Preparedness and Communications
Mary McNamara, Associate Director, Moses Center for Students with Disabilities + NYU Connections
Lisa Megeaski, Associate Director, Office of the Treasurer
Johileny Meran, Bachelor’s Student, President, Disability Student Union
Alfred Ng, Assistant Vice President, Facilities Management
Anita Perr, Clinical Associate Professor (Steinhardt)
Marianne Petit, Associate Arts Professor; Associate Vice Chancellor for Global Network Academic Planning
Sena Pottackal, Graduate Student (SPS)
Sunaura Taylor, Doctoral Student in American Studies, Department of Social and Cultural Analysis
Fountain Walker, Associate Vice President, Public Safety
Robin Weiss, Director, Moses Center for Students with Disabilities
DIA welcomes comments and feedback from NYU students, faculty and professional staff. Please direct all correspondence to:

accessibility.inclusion@nyu.edu

Thank you!
Appendices

Appendix A

Disability Checklist for NYU Events
On your e-blasts and posters, we recommend adding a statement of accessibility. University approved samples can be found here: [Event Accessibility Sample Statements](#)
Contact information from your department should be inserted into the accessibility statement and Moses contacted by the department for assistance as needed.

Here is a basic checklist for events:

For mobility impairments
- Make sure your venue is wheelchair accessible and check to be sure bathrooms are accessible as well
- Check the building for automatic door openers and be sure they are working
- Make sure the room is set up to include spaces for wheelchair users

For hearing impairments
- If you have a speaker, ask them to bring several copies of their talk in **large font** or email it to you in advance for printing. Large font is generally 16 to 18 point size. This can be available for audience members who have hearing impairments
- If people request sign language interpreters or a CART provider (captioned and real time), contact the Moses Center at mosecsdi@nyu.edu with as much advanced notice as possible (preferably two weeks). Please provide the following information:
  - Name of event
  - Sponsoring School/Program
  - Date
  - Exact location
  - Start and end times
  - Is person requesting accommodations an NYU student or community member?
  - Additional useful information (i.e. event format)
- [Here](#) is a good article explaining CART
For visual impairments

- If your presenter is showing visual materials, ask presenters to be prepared to give a brief verbal description of the visuals (as in: “My slide shows three middle-aged white women at a table enjoying coffee together on a winter day.”)
- If you are showing a film or film clips, do your best to get a version with audio description included. If that is not possible, a quick and easy provision is to have someone sit next to the person with the impairment and quietly tell them what’s going on.

If you are unfamiliar with audio description, here is a great 2-minute example (along with a signer) as well as a terrific article on this topic by the brilliant blind scholar Georgina Kleege.

Checklist developed by the NYU Center for Disability Studies, the NYU Disability, Inclusion and Accessibility Working Group and the Moses Center for Students with Disabilities.

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