**ACCESS Department Meeting Notes**

**May 4, 2022**

**Malia’s District Updates**

* **Grad Fest**
	+ Please continue to promote Grad Fest with students who are graduating this year. Students need to register for Grad Fest.
* **Commencement**
	+ June 10 at 5 PM Hilmer Lodge Stadium
	+ Faculty are required to attend
	+ Classified staff are paid to attend
	+ We need MANY classified staff to work Commencement. We have a lot of accommodation requests. Last year it was very busy, and expect it to be busier this year.
* **Position Updates**
	+ New tram driver starts April 18
	+ DHH Coordinator submitted her retirement to begin next week. We thank her for all her hard work and services to DHH and ACCESS and wish her all the best on her new journey.
	+ We will be recruiting for two DHH Coordinators with the recent search. Interviews are this month, with goal of new candidates going to May Board meeting.
	+ DHH Noncredit Professor: Committee has been formed and will begin hiring process later this month.
	+ DHH Director: Updated job description going to April Board meeting. Will post job by the end of this month. Innivee Strategies will hold focus groups to ask what we are looking for in a new Director.
* **ProtoCall**
	+ SHS has initiated an after-hour crisis response service staffed by licensed mental health clinicians. When someone calls SHS or PCS after hours, they will be directed to ProtoCall.
* **Evacuation Plan for Students with Disabilities**
	+ ACCESS worked with PCS and Risk Management to create emergency evacuation protocol. ACCESS trams will be in operation during an emergency, and PCS will communicate with ACCESS. ACCESS created a letter to be sent to students who indicated that they may need assistance during an emergency evacuation (attached). This will be emailed to those students. Students are encouraged to meet with their ACCESS counselor if they would like to discuss support. Faculty are encouraged to share this document with any new student who may need assistance during an emergency.
* **9B Building Improvement**
	+ Building will be painted this month. Work in ACCESS area will begin April 19 (this has now been delayed). Doors, door trim, and window trim will be painted. Staff will need to remove items from areas in front of windows and doors. Boxes will be provide.
* **BP/AP 5140: Students with Disabilities** will be going to April Board meeting.
* **PIE**
	+ We need to rethink how we complete PIE. Last year, we had over 70 resource requests. We need to remove requests that are not appropriate to PIE, and then as a team prioritize other resource requests.
	+ PIE should be used to address goal completion, with data included to address goal.
	+ We will use Planning Group to address and work on PIE.

**Operations**

* Reminder – sent an email reminder about any missed requestion requests. Finalizing requestions and budget transfers. POs being processed. Make space for ordered items.
* Not a lot of promo items in current stock. **If need any promo items, please check with MJ first to use promo times.** We have ordered new promo items.
* ACCESS Testing Center new location – moved from ACCESS main office to office in former assessment center. Good transition. Flow and efficiency have improved. Students check in at front desk and then go into Testing Room. Helps reduce anxiety of waiting for test. Feel more connected with student. Student assistant in morning. KG works in afternoons. Remember – students need to schedule testing appointment 7 days in advance. Can schedule in person, over the phone or email access testing email. Student responsible to communicate testing day and time with instructors. Fillable form for instructor for requests. M-Th 8-5:30 F 8-4.
* Make sure to send any flyers to Diana to post on social media.

**ATC**

* Classes
	+ LRND 1 – 35 students
	+ LRND 2 – 118 students
	+ LRND 3 – 26 students
* Add ATC CRN – Landing page. Click for MD’s virtual times and ATC in person hours. Click meet with MD only during his virtual times. Modules
* Alt Media Form – Student needs Glean or assistive tech, or alt media. Faculty need to complete form with student info. Heather reviewed form. Once get form then MD or HP meet with student, send videos on how to use Glean. Learning curve to Glean but helpful for students.
* A lot of new ABI students.
* How show new student resources? What to do to connect students to ATC? Good for faculty to complete referral form to connect students to ATC. Best to use referral form since capture more data than APEX referral form. Helpful for ATC.

**Faculty**

* Hiring committee for DHH Noncredit professor.
* Accommodation Guidance will be updated in April to include email for ACCESS testing.
* ESars Codes – updated to include in person appointments and to include Kevin.
* Faculty calendars due Friday, April 15
* Teaching requests due Monday, April 11. MJ must be input by Friday, April. 15.
* Dept Chair evals due Friday, April 8 to Malia
* Counseling 1 course – Intro to College for ACCESS was approved for summer July 5-July 14. ER will be teaching.
* JC – ACCSS 30 in summer flyer. Summer/Fall flyer.
* Lot of short 4-week sessions for AIME that our students can enroll in. Get practice math skills before enroll in another math class.
* KL – host workshops over the next two months. Will offer in person and virtual time management workshops. Also, will help students work on requesting and obtaining accommodations from faculty.
* DJ – linked math courses in Fall? TE reach out to Math Dept Chair – see if can get a linked course. Would like to offer a linked Math 100 course.
* Acknowledge indigenous people of Mt SAC. Land acknowledgement.

**DHH**

* Short staffed – working on hiring new staff
* Spring Banquet in May.
* Fall Classes – Photo 15 as art requirement, English 1A and History 7. Also, ACCSS 25 as English 1A pre class. LRND 2 secion.
* Movie night last week. Working on quilting now. Shock potato game.