**ACCESS Department Meeting Notes**

**October 17, 2022**

**Malia’s District Updates**

* **Disability Awareness Month**
	+ Thank you to the DAM team.
	+ Thank you to MJ for support.
	+ Thank you to KG for creating and posting all the flyers.
	+ Thank you to everyone who supported and attended the DAM events. We had great help and wonderful student participation this year.
	+ Paul Grossman workshop: Thursday, Oct. 27, 11 am–2 pm in DTLA Bldg. 13- 1700
* **OCR Finding re: Pregnancy Accommodations**
	+ Title IX office is responsible for general pregnancy discussions/services.
	+ ACCESS is responsible for accommodations when there is a pregnancy-related disability/medical condition.
	+ Students would go through same process – documentation and interactive process with counselor to determine possible accommodations.
	+ OCR asked disability office to include information on their website. We are working on that with IT.
	+ OCR finding is attached.
* **Hire Docs Reminder**
	+ For all areas that hire student workers and professional experts, including ACCESS testing, Puzzle, Instructional Specialists, ACCESS front office, and DHH, please provide printed hire docs to MJ in her ACCESS mailbox. Ask MJ if you have any questions about process, position numbers, or account strings.
	+ Remember – new hire cannot start working until all hire documents have been processed and approved.
* **Faculty Schedules**
	+ The department chairs have asked FT faculty for their Winter, and if possible, Spring schedules by the end of October.
	+ We need schedules early for two reasons:
		- We have run out of office space in ACCESS and need to see when FT faculty will be on campus to work with PT faculty on their schedules to ensure adequate office space.
		- We want to give CVM plenty of time to input schedules so that schedules are ready for the beginning of the Winter term.
* **Events**
	+ Oct 18 – Taco Tuesday and Crip Camp movie in 9C Stage. Encourage students to attend. Will email educator’s guide to the movie to everyone.
	+ Oct. 24 – Promise Plus students will be participating in a scavenger hunt that includes ACCESS.
	+ Oct. 24-26 – CAPED. Please consider joining the Program Manager’s CIG developmental seminar on Sunday, Oct. 23 **“Operationalizing our Commitment to Social Justice”** by Dr. Amanda Krauss.
	+ Oct. 31 – Child Development Center children will stop by ACCESS and DHH to get candy.
	+ ACCESS retreat will be in June at Cal Poly. Looking at June 2, 9, 16, or 30 as possible dates.
* **Book Give-Away**
	+ Would like to give the book **True Biz** to someone else in ACCESS. It is a great book that is set in a school for the Deaf. The book is very entertaining, suspenseful, and informative about Deaf culture and ASL.
	+ If you would like a copy of the book, email MF with a number between 1 and 100. Whoever gets closest to MF’s number will win the book.
* **ACCESS Phone Numbers**
	+ MJ will send out an email so that we can update our ACCESS emergency phone tree.
	+ Please respond by the end of the week.

**AREA UPDATES**

**ACCESS Testing**

* ACCESS Testing has a new phone number 909-274-4288.
* Students need to schedule testing accommodations 7 days in advance.
* Students can schedule a test by calling the phone number, emailing accesstesting@mtsac.edu, or stopping by the ACCESS Testing Office (across from EOPS in 9B).

**ATC**

* Numbers:
	+ LRND-1    27 (Communication intervention/support group)
	+ LRND-2    140 (ATC)
	+ LRND-3    26 (ABI Program)
* ATC Hours:
	+ M-Th 8 am – 5 pm in-person
	+ Friday 9 am – 1 pm virtual only (must be enrolled in LRND-2; CRN is 29514)
* Alternate Media:
	+ 129 alternate media requests this semester.
	+ 280 alternate media consultations/contacts.
	+ Converting Calc 181 to Braille. It is a lot of work.
	+ Still providing alternate media for student trustee, sometimes with very short turnaround time.
	+ Encourage students to have an alternate media consultation because publishers do not provide the same quality of alternate media as the ATC. It can make a big difference for students.
* GLEAN - have provided 31 out of 50 available GLEAN licenses. Will order more for next year. Please continue to refer any student who has an audio tape accommodation to ATC for GLEAN assessment.
* Please use the Assistive Technology/Alternate Media referral form and name the disability.

**Faculty**

* Faculty have submitted a request for a new District-funded faculty for the ATC with expertise in accessibility, assistive technology, and alternate media.
* Faculty are working on their Winter and Spring schedules.
* Who should get copies of PCA forms – the original counselor or the Dept. Chairs? Recommended that a copy be given to both counselor and Dept. Chairs.
* Puzzle collaborated with ACCESS to host the Get Crafty with ACCESS event where students created tie-dye T shirts. Puzzle peer mentors helped with the event, and students really enjoyed the event.

**DHH**

* Stop by DHH on October 31 and November 1 to celebrate Halloween and Día de los Muertos.
* The DHH Thanksgiving dinner will be November 17.
* Last Friday, 10/14, DHH held a painting activity for students.
* Great attendance at the DAM Deaf Culture Potpourri event. Thank you to AE for organizing this event.