**ACCESS Department Meeting Notes**

**September 1, 2021**

## Welcome and Introductions

* Malia explained the new format of these monthly meetings. Agenda will be emailed ahead of time. Moving forward, we will be able to address PIE items during the meetings.
* Malia introduced the new hires.

Meetings will incorporate space for ‘shouts outs” to show appreciation for each other.

**SHOUT OUTS** were given to:

* Malia gave a shout out to the front desk, DHH, EH, and DD. DD created a new QR code that students can use to easily locate our ACCESS application.
* TE gave a shout out to the Accommodation Guidance Team. They updated the accommodation guidance to include in-person and online classes.
* BQ gave a shout to AT—for working so hard during the pandemic and helping with counseling appointments. She was nominated for the Adjunct Faculty outstanding award.

ER gave a shot out to everyone (faculty & staff) especially front counter.

## General Information/Updates

* Encouraged everyone to get creative and request resources for student need.
* Vacancy in DHH: DHH Coordinator position. DHH Director is currently on leave.
* MF submitted her PIE document yesterday. She will send out the top 20 rankings. Some of the top requests include: a request for a Mental Health Clinician, 21-22 ACCESS full time faculty member, and BWT support position.
* MF described PIE: big picture, department goals, external & internal challenges, accomplishments, resource requests.
* MF encouraged us to have dialogue throughout the semester of how we are meeting our goals, what we need, what is being integrated between all of our areas, budget planning as a team process. If there is money leftover, we can incorporate a “wish list”

**COVID UPDATES**

* Refer to latest email on COVID guidelines. There are 2 meetings tomorrow on district updates & testing requirements. Encourage everyone to attend.
* Update on the “Zoom at Noon” hosted by the VPSS’s office.
* Students can search for “no-reply” or “vaccination” link on their email.
* Drive up testing on Saturday. Students need to show their Mt. SAC ID.
* Students fill out the STUDENT HEALTH QUESTIONAIIRE. If students are feeling sick, they need to stay home, and they will be contacted by Contact Tracer.
* If a student refuses to follow through, they will be “class removal” or an “immediate suspension”
* Options: students can get vaccinated, do the weekly testing, or enroll online classes
* No plan has been shared for winter 2022

**CHECK IN PROCEDURES**

* FRONT DESK, ATC, DHH will be asking students to show their clearance for in person appointments. The process is still in development process. No information on requirements for “booster shots”
* PCA’s will follow the Visitor Policy. Noncredit students will follow the same process as credit students.

## Planning Group Updates:

N/A

## Area Reporting (ATC, DHH, Faculty, Operations)

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**FACULTY UPDATE**

* Online accommodation guidance includes in person and online classes.
* SARS codes for in person appointments.
* Heather reviewed the alternate media referral process.

*Puzzle Project*: First day is this Friday, 09/0/321. Location is12-1060 and peer mentor trainings will be in 9E, 1060. Roughly, there are 10 students, 4 transitional, 10-11 Puzzle Pieces.

*Student Athletes*: Provided an update on the process for injured athletes. TE will be the point person, and appointments will be coordinated with Heather. Athletic Trainers will forward the Injury Report. Any student athlete that gets injured, can come to the front desk and go through the normal process of setting up ACCESS services.

***PIE Notable Achievements*: VG shared that 3 non-credit students who began in ABI have transitioned to credit classes.**

**ATC UPDATE**

* shared the ATC hours. All the printers are getting connected for student usage. No remote options for LRND2 this semester.
* Lab assistants are currently being trained. Their pictures are posted on the ATC board, along with class/subject information on what they are eligible to support.
* Alternate Media Request form is a current PDF. Form can be emailed. Let’s try to phase out the “paper” copy. Students can get directed to the ATC for assistance filling out the form, scanning their book, etc.

**OPERATIONS UPDATE**

* Students are coming to the front desk to schedule their tests. Assessment Center is being used for additional testing space.
* Students are inquiring about LD testing, so they are being referred to Loma Linda & Azusa Pacific University for LD Consults.
* DAM Committee will be reaching out to the department for volunteers for team effort & support.
* JM shared an update of what is happening with students who are blind and need additional assistance getting to their classes. MF clarified that tram drivers cannot continue taking students to their classrooms.
* MIS student count for 2019-2020 (2,528 students) 2020-21 (2,494 students).

**DHH UPDATE**

* Classes are getting transitioned to online classes due to immediate quarantine. Next week they are doing masks with the students.
* A lot of students who cannot read lips due to the mask, are experiencing a lot of problems.
* (*Taken from the Chat*) Hello! I can do our report in chat only. I have loaned my camera and mic set up to another office space so that interpreters can jump on Zoom as classes are transitioned to remote last minute. This week our main focus in DHH has been providing interpreting/captioning services. The last week and a half have been busy but going well. Our front desk staff is currently presenting a workshop to DHH students on study tips.

## Open Items/Questions

None. Meeting adjourned at 4:20pm.