

Committee on Disability Access-Honolulu Charter

Statement of Purpose

- To improve coordination of efforts, information sharing, and education of the college community on ADA/504 issues.
- To insure that the college responds to the needs and requirements of students with documented disabilities in compliance with ADA/504.
- To assist in the development of short and long range plans to improve services to students with disabilities.

Operating Procedures:

- Committee will hear concerns raised by members and the areas they represent.
- Committee members then communicate committee responses and other relevant information back to the programs and units they represent.
- The Committee makes recommendations to FSEC and SSEC to help guide faculty and staff in complying with ADA/504 mandates.
- The Committee formulates and proposes disability policy for Administration's approval.
- The Committee advocates for funding in support of disability program improvement by submitting proposals to Administration.
- The Chair follows up to ensure proposals are reviewed by the appropriate body and identified tasks and responsibilities are completed.
- Faculty members are assigned according to the FSEC Committee on Committees process.
- The selection of staff members is made with assistance from SSEC.
- The student representative is assigned by the Student Senate.
- If a committee member is unable to continue serving during the appointed academic year, members may search for and appoint another appropriate representative from the same area of representation.

Authorization

Authorized by the FSEC on 12/05/2001.

Structure of the Committee

- Vice Chancellor of Academic Affairs [Administration]
- Vice Chancellor of Administrative Services [Administration]
- Dean of Student Services [Administration]
- Disability Specialist [Faculty]
- Tech 1 Representative [Faculty]
- Tech 2 Representative [Faculty]
- University College Representative [Faculty]
- Academic Support Representative [Faculty]

- Counseling Representative [Faculty]
- PCATT [Faculty]
- Apprenticeship [Faculty]
- PATC [Faculty]
- 1 Full-time/Part-time Student [Student]
- Disability Service Provider [Staff]
- IT Support Specialist [Staff]
- The campus Disability Specialist [Faculty] and Disability Service Provider [Staff] are permanent members.
- The campus Disability Specialist serves as committee chair.
- Other faculty, staff, and student members serve for one academic year with the possibility of voluntary renewal at the end of each term.
- If possible, one of the faculty members should be serving simultaneously, on the FSEC to facilitate continuous communication.

Scope of Authority

- Proposals are submitted to the Faculty Senate and Staff Senate for review and feedback.
- Proposals are submitted to the Vice Chancellor of Academic Affairs and/or Vice Chancellor of Administrative Services as appropriate for final approval and implementation.

Meetings

- Meetings are conducted in an informal report and discussion format.
- The committee meets a minimum of four times (once a month) each semester.

Documentation/Communication

- The Chair or designee takes minutes at each meeting, circulates the minutes to the committee for approval, and emails the minutes to the campus via HCC-I within two weeks of the meeting date for which the minutes were taken. The Chair sends the approved minutes to the HCC webmaster for posting to the Intranet.
- The Chair maintains a file by academic year of all minutes, handouts, and other pertinent records from each meeting.
- The Chair sends a mid and end-of-year report to FSEC and SSEC.