

**Committee on Disability Access – Honolulu
Minutes
September 18, 2009
Building 7, Room 320
11:00am**

I. Welcome to new members/Review of Charter and membership

1. Meeting convened at 11:06am.
2. Committee welcomed Chris HacsKaylo as a new member, and welcomed returning members in attendance Wayne Sunahara, Sandy Matsui, Chuck Whitley, Lorri Taniguchi, and Libby Jakubowski
3. Not in attendance: Erika Lacro, Ken Kato, Scotty Rhode, Lisa Yogi, Beryl Morimoto, Kimberley Gallant
4. Wayne reviewed the charter and the Structure of the Committee to determine if some campus members should be added on a permanent basis.
 - i. Wayne will check with Kimberley Gallant to see if it would be possible to add the Mental Health Counselor position as a permanent member (making changes to the charter).
 - ii. Per Sandy Matsui's recommendation, the Counseling Representative (Faculty) individual will change to Student Services Representative, which would allow more non-instructional faculty in the student services area who could be eligible to sit on CODA-H.
 - iii. Chuck also recommended that Wayne check with Kay Grimaldi to see if she would be interested in joining as the IT Support Specialist staff member.
 - iv. Lorri recommended that a representative from personnel be added to the committee. – specifically the Chief Personnel Officer be added in addition to the Vice Chancellor of Administrative Services. Wayne will talk with VCAS regarding the suggestion and get input.
 - v. A small discussion around needed representation from Apprenticeship on the committee emerged. Will be discussed further, but for the time being status will remain the same.

II. Report on Summer Workshop, Tuesday, July 21 – Student ACCESS held a summer workshop for new and returning students who use Student ACCESS in order to help their transition into college, provide self-management strategies, and offer advice on the expectations of college.

1. Positive evaluations were received.
 - i. The students reported feeling better prepared and more confident going into the semester since they know that have the supports in place to help them.

2. 5 students attended with diverse backgrounds. The attendees included a returning student, 2 non-traditional aged students, and 2 students directly from the high school system.
3. Wayne provided a lot of information about their rights as a student with a disability, the laws that protect them, the differences between the services offered in high and those available in college, the need to self-advocate, and a lot of encouraging and motivational information to help ease some of their worries going into the fall semester. Students received information about note taking and were also able to complete individual Learning Styles inventories.
4. Wayne would like to offer this workshop every summer. In the future, Student ACCESS will work more closely with the counselors while they are doing the mandatory registrations in order to capture more students who may benefit from this workshop.
5. Chuck recommended making the Recruitment and Retention committee aware of this workshop as it falls into alignment with some of their initiatives. Libby will keep the R&R apprised of future workshops. Chuck also felt that it would be nice to follow-up with the participants after 1 year to see how they are doing and if the information presented in the workshop gave them some helpful tools to make it through the year.

III. Update on Access Issues:

1. Ken was able to complete the thresholds to Student Life in Building 2 with the help from Apprenticeship using the consultation of the UH Architects.
2. The restroom Braille signs in Building 7 were brought back down to proper height of 5'. Some signs received Braille directions instructing users to go either left or right towards to the restrooms.
3. Ken had mentioned to Wayne that he would like to address the slope on the sidewalk encircling Building 27 slopes away from the building creating unlevel footing. Ken is working on this request to modify the sidewalk to be in alignment with the doors of the building.
4. Before the end of the year a request was submitted to the members to solicit feedback on areas on campus that could use updated Braille signage. It was reported on the agenda and in the meeting that Student ACCESS did not receive responses, this is incorrect.
 - i. Responses were received from:
 1. Chuck, who recommended that Braille signs be placed outside the offices of the division chairs along with directions on the downstairs elevators on how to find them.
 2. Lorri also recommended having Brailled instructions for each building on file in case a student came on campus who needed to attend classes in a particular building.
 3. Lorri also mentioned having a topographical map of the campus available, as well as advised that we begin thinking about the information sent out by the college regarding acceptance, compass placement tests, etc., and if we should

be prepared at some point to have this information in Braille format.

- ii. Wayne has taken the suggestions into consideration and will put them on a list of items that could be Brailled when we have more access to the Braille maker. In the meantime, Wayne is taking Lorri's suggestion to find another set of Braille machine instructions and provide them to the print shop rather than wait to find the missing instructions. He has also prioritized Brailleing the library entrances and restroom signs.

IV. Program Technical Standards audio conference on 4/21/09 at KCC

- 1. When writing standards, focus on the "what" that should be accomplished and not the "how"
 - i. Ex. Case of PGA v. Martin – walking is the "how" of golf and not the "what"
- 2. Be careful not to put the student with the disability under a heightened scrutiny as opposed to checking everyone.
 - i. Ex. A student with a physical disability who wants to enter a physically demanding technical trade: if you make them undergo a physical strength test, must make everyone that applies undergo the physical strength test.
 - ii. Weight limits are usually not appropriate
- 3. You may not use exit criteria as entry criteria – no presumptions

V. Workshop through Faculty Development – October 1 @ 2:30pm, Building 2, Room 514

- 1. Student ACCESS will be offering a workshop to faculty and staff regarding some of the common/current issues being seen on college campuses and how to deal with them. All faculty and staff are invited to attend.

VI. TTY/TTD Machines (Voice-text)

- 1. Student ACCESS reviewed the listed numbers on campus that have a TTY/TTD machine. All of the numbers were called and offered training to update the users on how to work the machine. Wayne is looking into whether or not all numbers should continue to have the TTY machine, and if not, what key areas should continue to have a TTY. Currently, Wayne is thinking of Admissions, Student ACCESS, Security, and the Health Office as key areas. No permanent decisions have been made so far – will wait for input at next CODA-H meeting for additional feedback from other members.

VII. Next Meeting: October 16, 2009. 11:00am. Building 7, Room 319

VIII. Meeting adjourned at 12:00pm.