**ACCESS Check-In Meeting Notes/PIE Updates**

**Internal Conditions - Problems/issues within the area/department**

**Operations:**

**10-6-21** Vacant PT Tram Driver.

**Faculty:**

**10-6-21** Review PIE positions and hire ATC Faculty. Accommodation Guidance Taskforce continues to meet and will expand information to other accommodations. Embed web links as needed. Instructional Support Professor is receiving a lot of referrals. Meeting with students via zoom or in-person. Doing scaffolding. Maintaining ongoing meetings with students. Learning ATC functions.

**ATC:**

**DHH**:

**10-6-21** 100% DHH Coordinator Vacancy. 100% Director Vacancy. Soon to come- Instructional Specialist

**District/Planning Group:**

**10-6-21** Faculty is taking lead to review eSARS/SARS schedule and reason codes. Goal is to eliminate unused codes and to simplify and streamline other codes. This will help the front counter. Advisory Committee Meeting: sometime in the last 2 weeks of January. ACCESS Planning Day Retreat. Save the Date: Feb 15, 2022. Mountain Meadows is reserved. Unanimous vote to make it a fun day and chance to reconnect.

**External Conditions - Problems/Issues outside the department that affect the department**

**Operations**:

**10-6-21** Difficulty finding applicants for Student Assistants for Scribe/Proctors. Cleared4 technology issues

**Faculty:**

**10-6-21** Health & Safety Committee – college wants to buy emergency bucket (food, water, first aid kit, wet wipes, masks, toilet type of items) for every classroom and department on campus. ETA unknown. State is allocating funds for full-time faculty positions. Should help us with faculty requests for next year.

**ATC:**

**10-6-21** CLEARED4 issues. Communication issues. Certain students have uploaded info and had to re-upload. ABI received a lot of referrals from rehab therapy level and starting to build up. Intakes are virtual and in-person. Restroom is constantly locked. Facilities continue to locks it. English building is also locking restrooms.

**DHH**:

**10-6-21** COVID has made it harder to fill in hourly interpreter positions. Scheduling has become more difficult because of different types of class environment. Wifi is issue in student homes.

**District/Planning Group:**

**10-6-21** District is dropping COVID noncompliant students with an automatic EW.

**Critical Decisions Made - Immediate decision made to improve the function of the department**

**Operations:**

**Faculty**:

**10-6-21** Submitted request for new faculty hire for DHH full-time position. ATC Next priority for next full time hire

**ATC:**

**10-6-21** Braille requests are coming in much more. Referrals received from counselor. ATC faculty meeting w/student for initial intake.

**DHH:**

**District/Planning Group:**

**Notable Achievements - Achievements to be proud of.**

**Operations:**

**10-6-21** Student Paper files scanning project almost complete. Creating process of verifying needed information for daily appointments and overall MIS counts. DAM Website. eSARS links are live and published on ACCESS website for students to schedule phone or video appointments.

**Faculty:**

**10-6-21** Downloadable AAP is receiving positive feedback. Eloise hosted Essential Oil Workshop for DAM. Workshops: (1) Transfer Workshops (Liz) applications assistance and answering questions. (2) Time Management Workshops. Took ACCS 30 class to Time Management Workshop. Class loved it. Pertinent information with class curriculum. Focused on scheduling. It is creating a series that focuses on different aspects of managing time. (3) Upcoming Workshops: Prioritizing and focusing; Goal Setting/Motivation; Note Taking/Studying; Preparing for exams and test taking strategies (4) Technology 11/11 (5) workshop overview of Writing/Math upcoming classes. October 25, 2pm.

**ATC**:

**10-6-21** MD is doing POD 10/29 workshop on Accessibility for DAM. JD is Peer Certified for Puzzle. OT intern working with students and created survey and program about transitioning from non-credit to credit classes. To be completed by end of semester. CAPED

**DHH:**

**10-6-21** Mental Health Video recorded and updated to website. Presentation at Marlton - private school for the deaf. Monthly game night. Dia de los Muertos ofrenda on Nov. 1 & 2. Thanksgiving DHH event November 18 (Mexican menu). JKB led sewing workshop for students

**District/Planning Group**: