

**ADA Committee Meeting
Agenda and Minutes for 2-17-17
Rooms 423/717**

Position	Member	Present	Not Present
PASS Dept. Director/ OSD Coordinator	Deana Lehman, Chair	✓	
Dean of Instructional Services	Dr. Gary Don Harkey	✓	
Dean of Student Services	Jim Nordone	✓	
Associate Dean of Student Services	Kristin Harris	✓	
Director of Nursing	Mary Rivard		X
Instructor- LVN	Michael Scott		X
Instructor- English	Dean Johnston		X
Instructor- Health Information Management	Ruth Rascon	✓	
Instructor- History	Adrien Ivan	✓	
Instructor- Nursing	Bobbie Graf	✓	
Tutoring Center Coordinator	Amber Hunsaker	✓	
Interpreter Services Coordinator	Kathy Peterson	✓	
Director of Congragate Meals	Iva Belew		X
Student Services- Counselor	Amanda Lehman	✓	
Community & Recreational Services Coordinator	Seth Hughes	✓	
Administrative Assistant- Associate Dean of Instructional Services	Judy Ditmore	✓	
Administrative Assistant to PASS Dept. Director	Jan Shoemaker	✓	

Agenda

- I. Approve Minutes from 5/5/16 ADA Meeting – Exhibit 1
- II. Review of Interpreter Policy- Exhibit 2
- III. Review and Approval on new CART policy- Exhibit 3
- IV. Update on expenses for hearing-impaired student’s accommodations

Minutes

- I. Approve Minutes from 5/5/16 ADA Meeting – Exhibit 1
 - Jim Nordone made a motion to approve, and Kristin Harris seconded the motion. All members in attendance voted to approve the minutes as is.
- II. Review of Interpreter Policy- Exhibit 2
 - No suggestions for changes.
- III. Review and Approval on new CART policy- Exhibit 3
 - Jim Nordone asked about having a clause allowing for further sanctions to address excessive abuse of services. Deana Lehman said that legal experts advise that as long as a student is enrolled in a class, we are legally obligated to provide services. She said that lawsuits have been filed over such situations. Gary Don Harkey asserted that according to the attendance policy a student could be dropped for excessive absences, at which point CART services would cease. Jim Nordone agreed that would be a better remedy for the situation.

IV. Update on expenses for hearing-impaired student's accommodations

- Deana Lehman gave a quick summary of expenses for providing CART services and audio transcription services for fall 2016 and estimates for spring 2017. She suggested that it would be helpful if instructors could move toward a system that provided a written transcription of any audio recordings. If an instructor recommends that students listen to supplemental materials, then the college must provide access to deaf or hard of hearing students as well. Jim Nordone asked about Dragon Dictate. Deana Lehman explained that it required that a student build a vocabulary, and also that it didn't work well where any noise was present. Jim Nordone asked in what situations audio recordings were being used by instructors. She stated that there are several reasons for creating audio recordings that must be transcribed. If an instructor or a CART provider is ill, there will be a recording of the lecture to transcribe. If an instructor wants to provide an optional test review to everyone, she often provides an audio recording of the review that must be transcribed, etc.

Ms. Lehman announced that there will be another ADA Committee meeting on March 31 at 10:00 in Room 423 in Vernon and Room 717 at Century City Center.

The meeting was adjourned at 11:20 a.m.