CODA-H Committee Meeting Minutes
Friday, February 17, 2012
Building 4, Room 8
9:00am – 10:00am

In Attendance: Mario Mediati, Nadine Leong-Kurio, Lorri Taniguchi, Heidi Green, Wayne Sunahara, Libby Jakubowski

I. **Introductions/Review of temporary Student ACCESS casual-hire assignments:** Libby Jakubowski will be filling in as Disabilities Specialist this semester since Wayne Sunahara is the Interim Dean of Student Services. It is unknown how long this arrangement will last. It will depend on when the Dean of Students position is filled and renewal of casual-hire contract.

II. **Review/Update of projects from Fall 2011 semester:**
   A. **Informational workshop on emergent conditions** – The development of this workshop was put on hold due to the temporary adjustments in personnel, though information will continue to be gathered for a workshop in the future. Important information will be shared with the campus via email when necessary.

   B. **DE Accessibility** – Student ACCESS currently deals with this on an individual basis with the student and instructor. The goal is to continue learning about each online program (Laulima, MyMathLab, Illuminate, etc.) to understand where accessibility challenges may arise, and try to inform the campus via the DEAC. Having options in place before a student may encounter a problem would be ideal.

   C. **Memo for students needing assistance in an emergency** – to expand on the emergency evacuation procedures developed by the campus Emergency Planning Subcommittee regarding individuals with disabilities, Student ACCESS will work on an individualized plan with each student needing evacuation assistance. A copy of the plan will be attached to the accommodations memo to aid the student and instructor in understanding the student’s needs during an evacuation. The proposed memo will be offered to CODAH members and to EPS members for feedback prior to implementation.

III. **Review of Disability Service Provider meeting at UH Manoa on Friday, February 10, 2012:**
   A. **Review of Service Animal laws:** Reviewed ADA changes to the laws regarding use of service animals. A handout was given that summarizes how a service animal is defined and what is allowed to be asked in verifying the animal is a service animal. Student ACCESS recommends that staff and faculty print this out and use as a reference to quickly summarize the regulations. The website to obtain the handout is [http://www.ada.gov/service_animals_2010.htm](http://www.ada.gov/service_animals_2010.htm)

   B. **OPDMD – Other Power-Driven Mobility Devices** – The use of motorized devices that are not standard wheelchairs is increasing. Such devices could include scooters, Segways, customized golf carts, hand-
crafted devices, etc. In general, these mobility devices are allowed in any areas open to pedestrian use. Likewise, “reasonable modifications in policies, procedures, and practices can be made to permit the use of OPDMDs by individuals with mobility disabilities, unless it can be demonstrated that they cannot be operated in accordance with legitimate safety requirements the public entity has adopted.” An ADA factsheet that summarizes the use of OPDMDs can be found here http://www.ada.gov/regs2010/factsheets/title2_factsheet.html Please contact Student ACCESS at 845-9272 for specific questions or concerns.

i. Faculty may want to mention something about the use of OPDMD’s on their syllabi. If an individual is using one, they should check in with Student ACCESS as specific safety requirements may need to be established.

ii. Regarding inquiry – it may be asked of persons using a power-driven mobility device to provide credible assurance that the device is required because of a disability (presence of valid, State-issued ID, etc.) You shall NOT ask about the nature of the disability. Refer to Student ACCESS at 845-9272 when this may be a concern.

C. Workforce Recruitment Program – This is a federally sponsored program currently being used by UH Manoa that provides job opportunities and interviews for individuals with disabilities. To host the program, the campus must have at least eight students signed up to interview. Students would obtain work experience in Washington DC which could become full-time work. HCC is looking into this program, and possibly combining efforts with the other community colleges to secure the eight interviews. Information about the program can be found at www.wrp.gov.

D. Accessibility of online teaching platforms – the ongoing concerns about the accessibility of DE classes was discussed. Similar concerns as the information in the DE Accessibility information in this set of minutes was shared. Continual work and efforts are needed to determine ways to make the information accessible.

IV. Campus/Other questions and concerns –

A. Lorri mentioned whether or not we had a sign for the designated service animal waste area (located outside of Building 2). Student ACCESS will look into posting a sign.

B. Concerns were brought about various offices communicating about relevant emergency situations, and whether or not these occurrences are documented properly. Some of the emergencies may be related to students who seek multiple resources on campus, such as a student seeking support from Student ACCESS as well as the Mental Health Counselor. It would be helpful if all staff/faculty involved get a follow-up to how the situation was resolved. All parties involved should be sure to document the situation thoroughly.

C. It was recommended that Student ACCESS suggest to students, especially those that are not able to communicate directly to their classmates/teachers, that they keep an identification card indicating what
their disability is and how they need help. Examples of where to find these cards are kept in the emergency information in the HCC directory.

D. Lorri inquired about the status of the automatic doors. Wayne has put in a request for the Student ACCESS door to have an automatic switch. Lorri also suggested that signage be placed on the cafeteria doors pointing to the direction of the automatic doors (located in front of the building facing Dillingham.) Student ACCESS will look into posting the signs.

V. Next meeting – to be announced.