CODA-H Committee Meeting  
November 18, 2011  

In Attendance: Nadine Leong-Kurio, Noel Alarcorn, Jonz Stoneroad, Lorri Taniguchi, Kimberley Gallant, Heidi Green, Wayne Sunahara

I. Distance Education Accessibility

- Discussion of changes nationally regarding 508 Compliance.
- UH Manoa handles the accessibility of DE classes on a case by case basis as shared by UH Manoa’s ITS at the CTE conference.
- Currently HCC handles DE accessibility in the same manner that UH Manoa does however, we are wanting to investigate and or evaluate ways in which we can support the development of DE classes in making course and course material accessible from the inception of the classes.
- Discussion of Laulima – though the platform meets accessibility standards some features are not convenient.
- Student ACCESS has been working with Todd K. regarding HCC’s webpage. We are currently working on captioning the video on the HCC’s homepage. Todd K. also has been very helpful in addressing the accessibility concerns on the HCC webpage.

II. Informational Workshop

- Since there seems to be an increase of students with disabilities, Student ACCESS would like to develop an informational workshop in conjunction with the mental health counselor to raise awareness about conditions that seem to more prevalent, specifically brain injuries, other trauma related to concerns of returning veterans and conditions along the Pervasive Developmental Disabilities spectrum.
- Discussion was brought up about whether or not library staff should be informed about students having disabilities on a need to know basis, in the event of classes being held in the library. Wayne will get back to them on this matter.
III. Assisting Students with Disabilities – Revision in Process

- Student ACCESS would like to create a memo to give to instructors who have students in their classes in need of emergency assistance. This memo would be presented to the instructor by the student informing the instructor of the students needs. It would highlight both the student’s and instructors’ responsibilities.

IV. Campus Concerns/Issues

- There have been concerns among the professors about protocol and response in emergency situations and also when there is a threat in class. Kimberly and Wayne recently met with the math department to answer their questions in regarding students with behavior issues and or mental illness. The meeting was held because of recent incidents with students in math classes.

  o Some concerns are that the faculty is unaware of what should happen after an incident and whether or not students should return to class. Maintaining a safe environment for students and faculty is a concern in these types of incidents.

  o As a member of the Crisis Management Team, Kimberly informed us that students have been suspended and that the process goes better if people fill out incident reports. Kimberley shared with CODA-H and at the Math meeting that she will talk to the crisis management team about possibly posting information (stats at minimum) somewhere regarding suspensions/expulsions so that faculty/staff are aware that incidents are being handled appropriately. The committee concurred that being made aware that incident reports are taken seriously through these stats will validate the importance of incident reports and that actions do take place even if we are not able to know the details of specific cases. Most people feel that nothing happens and may thus feel less likely to want feel like writing up an incident report. Additionally, Kimberley stated in some incidences, there are at times gaps in communication. Sometimes faculty and staff are not informed of outcomes of situations. The committee felt that disseminating such information

- The campus recently installed security cameras. A request may need to be made for cameras to be installed on off-campus sites where theft and property damage has been an issue (AMT and DISL)

IV. Next Meeting

February 17th, 2012 @ 9:00 – 10:00