**ACCESS Check-In Meeting Notes**

**2/2/22**

**Shout Outs**

* Thank you to BH for creating an ASD list for Puzzle and a Not-Registered for Spring semester list for ACCESS to support student recruitment and retention.
* Thank you to AE in DHH for assisting with DHH registration appointments.

**COVID Updates**

* Students will be dropped for COVID noncompliance on February 11th at 7:59 pm. Students need to have uploaded proof of at least one dose of COIVD vaccine.
* There will be a second drop for COVID noncompliance on February 17th at 7:59 pm.
* ACCESS called all of the ACCESS COVID noncompliant students.
* If students need assistance with uploading their vaccination record, they can contact vaxortest@mtsac.edu or call 909.274.5122. They can also check out the [Student COVID page](https://www.mtsac.edu/covid19/student-resources.html)  on the Mt SAC website.

**Beginning of the Semester Planning**

* ACCESS will have tables with ACCESS information, promo items, and candy on the walkway in front of 9C from 11 am – 1 pm for the first two weeks of the semester. A sign-up sheet will be emailed soon. Faculty and staff are encouraged to sign up for at least one hour each week.
* We need to order more promo items. The most popular items seem to be shirts, water bottles, coffee cups, and school supplies.
* Faculty are working on scheduling drop-in appointment slots for the first week of the semester.
* Discussed dates and times for Meet & Greet. What to have on same dates as Club Week. After looking at class schedules, we decided on **Wednesday, March 23rd from 11:30 am – 1 pm.** Please block off your schedule. Some faculty indicated that they can bring their classes. We will need to find a location.

**Evacuation Plan for Students**

* Students can indicate on their ACCESS application if they will need assistance during an emergency or evacuation. There is a list in APEX.
* RB created a list of students who use tram service who may need assistance during an evacuation.
* MF has met with Police and Campus Safety. They are looking at specific evacuation spots for students with disabilities who may need more assistance and who may rely on a family member for transportation.
* To DO: MF needs to get more information about the evacuation locations from Campus Safety. Once we have that, we can begin to create an evaluation message to send to students who have indicated that they need assistance.
* We discussed that once we have the plan, we need to train our student assistants, as they were not sure what to do during the most recent evacuation notice. We also need to make sure that faculty are aware of evacuation plans for students with disabilities.

**AREA CHECK-INS**

**Operations**

* Reviewed process for when a student wants to bring a parent to an in-person appointment. The front desk will notify the student and parent of Mt SAC’s COVID vaccine requirements. The parent will need to provide verification of vaccination or a virtual appointment will be offered as an alternative.
* Reviewed how faculty can see appointment mode. Front desk will indicate in-person, zoom or phone in Room# line in SARS

**Faculty**

* The Puzzle Project has a student information session tonight at 5 pm to try to recruit more students.
* Will be bringing back LD assessments for students. Will hire adjunct faculty to provide LD assessments.
* Faculty are planning schedules for first week of semester. Most likely will have drop in options for students.

**ATC**

* We have purchased a 50 user site license for Glean, a note taking application that offers a lot of tools for students. GO to the [Glean YouTube video](https://www.youtube.com/watch?v=JbzOsXHlmlg) to learn more. Faculty and staff can refer students to the ATC for a Glean orientation.
* We are getting a lot of new ABI referrals. Program is growing. Offering in-person and virtual support groups.
* Mt SAC was approved for a Speech Language Pathologist Assistant program through Strong Workforce funds.

**DHH**

* In process of scheduling interpreters and captioners for over 125 classes for Spring semester.
* Cohort classes are changing since college has cancelled a lot of classes, including linked courses. Having to do some rearranging with student schedules.
* We have students talking high level math and economics classes, which requires higher level interpreters.
* Hosted Lunar New Year event.
* Hosting interpreter Spring meeting on Monday, February 7.