



Truckee Meadows Community College

Americans with Disabilities Act Committee

ADA COMMITTEE MEETING MINUTES

August 8, 2024

Time: 9-10 a.m. via Zoom and in-person.

Location: RDMT 255

Zoom Meeting: <https://tmcc-edu.zoom.us/j/95842393724?pwd=8njwFsVzLW7mnnZ67u1yAb6dsAdzOO.1>

Members Present: Elyssia, Alex, Tanner, Ben, Eric, Conrad, Azucena, Katie, Kaytlyn and Gemmy

Old Business

Emergency Evacuation App UI Updates

- Michelle Marroquin with IT will be holding a demonstration of the Evacuation App and the progress
 - If someone does not have a TMCC username they can fill out a form requesting contact information and schedule.
 - For TMCC members, the program will have their information pulled from Workday/Peoplesoft.
 - The program will have a section for people to input what type of assistance they need.
 - Once submitted, users will receive confirmation form and show the information you have submitted.
 - For faculty it will show their class schedule and staff what office they are in during their office hours. For student workers the system assumes they are working and has them in their located office during 7 a.m. to 6 p.m.
- Items still in development or in planning phase:
 - Michelle is still working on the program and it's reporting.
 - Where on the TMCC website should we house the program link?
 - Who will be in charge if the program?
 - An admin can update an individual's profile and manage the information.
 - Suggestion was facility or emergency coordinator.
 - Facilities not first responders and have different priorities during emergency response
 - Emergency coordinator with UNR is mainly focused on the big picture of emergency response planning. However, should be involved in this information.
 - Who will receive the report IT processes from this program?
- Once completed and ready for launch ADA committee should hold workshops or have recorded workshops on the system.

New Business

ADA Committee Professional Development Workshop

- ADA Committee should hold transparency listening sessions.
 - This can be an opportunity for folks to know what we're working on such as initiatives and provide time for people to let know what needs they want us to address or things we need to focus on.

- Should host a professional development workshop for Emergency evacuation.

DRC Accommodations Policy review

- DRC is revamping its homepage and would like the ADA committee to review the policies.
 - Mainly focus on: Memory Aid (<https://www.tmcc.edu/disability-resource-center/memory-aids>) and Calculator Policy (<https://www.tmcc.edu/disability-resource-center/numeric-calculator-policy>).
 - Calculator policy has confusing verbiage. Committee should continue to review the working on calculator policy.
 - When bringing up calculator policy to instructors, instructors should understand if the test is testing students on arithmetic computation, then it could be an eligible to deny the calculator. This could cause concerns with faculty senate. Need to be mindful of wording.
 - Calculator policy layout should be changed. Calculator policy should be written on why the accommodation is approved and provide sub-bullets how it can be denied.
- Start discussing a policy to present to the faculty senate for remote learning as ADA and OCR have brought this up in new policy considerations.
 - OCR has brought up new policy for GERD/GER. (Documentation with OCR changes has been dispersed and attached)
 - **Accommodation request:** Periodic request for distance learning for courses.
- Committee discussion with periodic request for distance learning:
 - What type of notice will faculty need? How can this be done with a day notice?
 - From understanding of the wording, a recording of the lecture can be done. A live zoom session is not needed.
 - Concern with live session is privacy rights.
 - Zoom vs recording can be discussed with students on a one-on-one basis.
 - Need to keep in mind not all classes have the capability to live stream without changing the method of teaching delivery.
 - Training will need to happen for this accommodation to preserve privacy and ensure all systems are set up correctly.
- Discussion tabled for next week: memory aid, calculator policy verbiage, continued discussion on distance learning request.

Disability Awareness Shirts

- The DRC has purchased shirts to spread awareness on Disability Rights. Stop by RDMT 115 for the shirts.

Next Meeting Date: Sept. 12, 2024 at 9 a.m. in RDMT 315

Calendar invite will also be sent out.