



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Access and Disability Resources Community Advisory Committee (ADRCAC)</b>
<i>AP Number:</i>	AP 3.46.05
<i>Adoption Date:</i>	1/5/15
<i>Schedule for Review &amp; Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Board Policy Title &amp; No.:</i>	Access and Disability Resources, BP- 3.46
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

The purpose of the Access and Disability Resources Community Advisory Committee (“ADRCAC”) is to provide an avenue for community members, advocacy groups, and students to offer current information, advice, guidance, and feedback to Pima Community College’s (“College”) Access and Disability Resources Office (“ADR”) on issues related to academic access at the College for students with disabilities. The ADRCAC may provide information on issues related to access and support for students with disabilities, program effectiveness, and student learning outcomes. The ADRCAC serves in an advisory capacity and is not responsible for establishing College policy, procedures, or operations, or offering opinions regarding the programming or support provided by the College to specific students.

## **SECTION 1: Goals and Overview**

ADRCAC's goal is to provide consensus-based input to ADR. In the event of differences of opinion regarding a recommendation to ADR, the committee chair will note in ADRCAC's recommendation the differences of opinion and include summaries of the differing opinions. At the beginning of each committee meeting, the ADR Director will provide the assembled committee members an update on ADR efforts with regard to supporting students with disabilities. Topics in this update may include aggregated information on numbers and demographics, related students served, progress on accessibility initiatives undertaken at the College, information requested by the committee at previous meetings, and specific issues on which ADR would like ADRCAC's input.

## **SECTION 2: Membership & Terms**

- 2.1 Each member will be appointed by the Director of ADR to a two-year term of office. Appointments may be renewed. Any members not actively participating or otherwise unable to serve will be released from his or her term and a new member will be added as appropriate.
- 2.2 Faculty, staff, administrators, or current ADRCAC members may recommend an individual for membership on ADRCAC. Community members may also self-identify as interested in serving on the advisory committee.
- 2.3 ADRCAC membership will ideally include individuals who are representative of a variety of community disability-advocacy groups and interests, including, but not limited to individuals with sensory, motor, neurological, psychological, and intellectual disabilities.
- 2.4 Membership on the ADRCAC will consist of up to twenty (20) community representatives. Membership may include, but is not limited to, the following individuals:
  - a. Representatives from local disability-advocacy groups;
  - b. Representatives from College students who receive services from ADR;
  - c. Community service providers who support individuals with disabilities, and

- d. Other individuals as deemed appropriate by ADRCAC's co-chairs
- 2.5 The ADRCAC will have two (2) co-equal co-chairs, selected as follows:
- a. One (1) co-chair position will be filled by an individual external to the College, who will be elected by ADRCAC committee members for a one(1)-year renewable term.
  - b. One (1) chair will be the ADR Director or an individual chosen by the ADR Director or other designated administrator of ADR
- 2.6 All ADRCAC members will receive an orientation and have the opportunity to meet ADR staff.
- 2.7 ADRCAC meeting minutes will be made available for ADR staff's review on the ADR shared drive.
- 2.8 ADRCAC may request a report from ADR staff on topics of interest related to the committee's charge. ADR staff members may be requested to attend a meeting.

### **SECTION 3: Role and Responsibility of ADRCAC**

The provision of an accessible, usable, and engaging academic environment for students with disabilities is a core mission of ADR. To that end, the role and responsibility of ADRCAC will be to:

- 3.1 Provide input and feedback to the ADR Director on ADR program relevancy, currency and effectiveness;
- 3.2 Provide input regarding ADR program efforts designed to promote and ensure the highest quality ADR programming;
- 3.3 Recommend improvements or changes to College facilities, technology, and equipment;
- 3.4 Promote community awareness of ADR's support efforts throughout the College;
- 3.5 Provide feedback on identifying desired student outcomes.

**SECTION 4: Relationship of College Faculty and Staff to ADRCAC**

- 4.1 The ADR Director or an individual chosen by the Director or designated ADR administrator will attend ADRCAC meetings and provide updates regarding ADR programming and responses to committee inquiries as appropriate.
- 4.2 The ADR Director or an individual chosen by the Director or the designated ADR administrator will work with the ADRCAC co-chairs to organize meetings and set meeting agendas.
- 4.3 Administrators, faculty (full-time and adjunct), and College staff members may observe ADRCAC meetings at any time.
- 4.4 ADR will provide support for ADRCAC by arranging for meeting rooms, sending out meeting notices to ADRCAC members, and producing minutes for review and approval by ADRCAC.
- 4.5 Non-ADRCAC members can submit proposed agenda items they feel merit discussion by ADRCAC.

**SECTION 5: Documentation of Activities**

- 5.1 ADRCAC will meet at least once per semester.
- 5.2 ADRCAC will establish an agenda for each meeting.
- 5.3 Minutes from each meeting will be provided to the ADR Director and will reflect ADRCAC's program recommendations to ADR administrators. Copies will be shared with the ADR staff.
- 5.4 Documentation of ADRCAC membership and activities, including meeting minutes, will be maintained by ADR.

**SECTION 6: Training for New ADRCAC Members**

Each member of the ADR Community Advisory Committee will be provided with a thorough orientation and a copy of this AP.

**SECTION 7: Measuring Outcomes and Procedures for Continuous Review and Improvement**

- 7.1 ADRCAC will solicit and provide ADR with student feedback regarding the following:
  - 7.1.a Accessibility of classroom and course materials;
  - 7.1.b Student experiences related to the provision of ADR services;
  - 7.1.c Effectiveness of accommodations received from ADR;
  - 7.1.d Timeliness of accommodations received;
  - 7.1.e College atmosphere and culture of inclusiveness for students with disabilities.
  
- 7.2 ADRCAC members will also provide ADR with feedback regarding and proposed improvements to the following:
  - 7.2.a Advisory group membership;
  - 7.2.b Advisory group meeting formats and locations;
  - 7.2.c Advisory group topics and agendas;
  - 7.2.d Advisory group individual participation.