

Disability Services Transition Work Group

August 30, 2016, 12:00 p.m. – 4:00p.m.

**Seattle Central College
1701 Broadway, Rm 4180
Seattle, WA 98122**

Call in option is 206-616-2663, access code 177441#

Meeting Agenda

1. Discussion of Student Survey
 - a. Review content and finalize
 - b. IRB policy
 - c. Survey implementation
2. Discussion of Public-Four Year Service Providers
3. Discussion of CTC providers survey
4. Discuss work plan
 - a. Determine scope of work
 - b. Discuss possible legislative nexus
5. Next Meeting Location

SB 6466: <http://apps.leg.wa.gov/billinfo/summary.aspx?bill=6466>

Workgroup Members

Co-Chairs

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Workgroup Members

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Disability Services Transfer (DST) Work Group

Areas for Exploration

Below are potential areas for exploration that were discussed at the June 28, 2016, DST work group meeting. The purpose of this document is to serve as a basis for discussion of the work group's scope at the July 28, 2016, meeting.

1. Documentation

- a. What level of documentation being provided and/or necessary?
- b. Where can we have greater consistency?
- c. What are the monetary barriers for documentation?
 - i. How do we meet the needs of SNG/Low Income Students?
 - ii. Do students have access to medical documentation?
 - iii. Should we have a grant program for documentation?

2. Communication with students

- a. Look at the timeline for transfer and communicating with students.
- b. Would a transfer guide would be helpful?
- c. Would common checklist on the transfer process be helpful? What opportunities are there to distribute materials at events like UW's "Transfer Thursdays."
- d. Publish a timeline for what students with disabilities can expect at 4-year institutions.

3. Communication between institutions

- a. Formal Council between sectors
- b. Consistent semantics and processes
- c. Finding best practices. Find examples of where handoff has been clean.
- d. Discuss how things may be implemented differently based on campus structure
- e. Clearing house for 4-year contact information that 2-year institutions could refer students to.

4. Process improvements

- a. Reciprocity agreements between institutions
- b. Integrated advising system for students with disabilities (e.g. often academic advisors do not have access to disability information)
- c. Could a standard form used in conjunction with a program-specific form for determining accommodation?
- d. Transfer advisor education and guidance.
- e. Student might not want to check a box on an admission-related form because of being afraid to be seen as a burden. Are there alternatives to a check box?
- f. Improve handoff, ex. release of information signed in file.

Disability Services Transfer (DST) Work Group

Meeting Dates

<u>Date</u>	<u>Time</u>	<u>Location</u>
July 28	12:00 am – 4:00pm	UWT
August 30	12:00 am – 4:00pm	Seattle Central College
September 30	10:00 am – 2:00pm	TBD
October 27	10:00 am – 2:00pm	TBD
November 29	10:00 am – 2:00pm	TBD

Disability Services Transfer (DST) Work Group

Legislative Charge

HB 6466, Sec. 2.

(1) The council of presidents shall convene a work group to develop a plan for removing obstacles for students with disabilities. The work group shall include:

(a) Representatives from the state board for community and technical colleges; the state college, regional universities, and state universities, each as defined in RCW 28B.10.016; the student achievement council; and statewide student associations; and

(b) At least two students with disabilities selected by statewide student association.

(2) The plan shall focus on removing obstacles for students with disabilities transferring between institutions of higher education, including but not limited to: Standardizing medical documentation requirements, standardizing intake and review procedures, and developing best practices for institutions to provide outreach to and help prepare students for transmitting accommodations information and documentation to their next institution of higher education

(3) The council of presidents shall provide the plan developed in subsection (2) of this section to the higher education committees of the legislature no later than December 31, 2016