

## Disability Services Transfer Work Group

Tuesday, July 11

COP

410 11<sup>th</sup> Ave SE, Suite 101

Conference Room

12:00-2:00

Conference Call: 206-616-2663 Access Code: 177441

### Welcome and Introductions

#### Discussion

- |             |   |
|-------------|---|
| 12:00-12:30 | Implementation of Common Release Form <ul style="list-style-type: none"><li>• Brief HIPPA vs. FERPA (Ruben)</li><li>• Update on CFR third parties and waivers/release form (Ruben)</li><li>• Discussion re: clarification from AG</li></ul>   |
| 12:30-1:00  | Increased Coordination Between Counselors, Admissions and Disability Services <ul style="list-style-type: none"><li>• Update Best Practices and Transfer Checklist (David)</li><li>• Update SBCTC Communication (Ruben)</li><li>• Update of Use of Best Practices and Transfer Checklist and Potential Barriers (Bree, Tami and Hope)</li></ul> |
| 1:00-1:10   | Student Advocate Position <ul style="list-style-type: none"><li>• Update on Development of Position (Guillermo)</li></ul>   |
| 1:10-1:20   | Caseload and Disability Service Office Needs <ul style="list-style-type: none"><li>• Update on Data (Bree, David and Ruben)</li></ul>   |
| 1:20-1:30   | Documentation Standards <ul style="list-style-type: none"><li>• Update on current efforts to engage WAPED</li></ul>   |
| 1:30-1:45   | Course Material <ul style="list-style-type: none"><li>• Update on four-year institutional policies (Bree)</li><li>• Discussion of current law and institutional policies</li></ul>  |

#### Decisions

- |           |   |
|-----------|---|
| 1:45-2:00 | Next Steps <ul style="list-style-type: none"><li>• Action Items and Assignments</li></ul> |
|-----------|---|

#### Future Meetings

- August 29, 12:00-2:00pm, WSU-West Seattle
- September 14, 10:00-2:00pm, Pierce College Fort Steilacoom