

Institute of American Indian Arts

Name: Student Success Committee Minutes

Date: November 1, 2018

Committee Membership:

ABSENT

Faculty Member

Dean of Students-Carmen Henan

Institutional Advancement Director-Judith Pepper

Student Representative

PRESENT

Chair, Chief Enrollment/Retention Officer-Nena Martinez Anaya

Academic Dean or representative-Doris Hernandez

Retention Director- Jeminie Shell

Admissions Director-Mary Silentwalker

Marketing/Communications Director-Eric Davis

Chief Financial Officer or representative-Peter Romero

Institutional Research Director-Bill Sayre

Agenda

1. ADA-Notice of Dissemination Policy
2. ADA Grievance Dissemination Policy
3. ADA Barrier Form Policy

Meeting began at 10:05 a.m. and convened at: 10:34 a.m.

Committee was sent the policy proposals via Outlook Calendar the day before the meeting to review.

1. Discussion on ADA Dissemination Policy. Jeminie Shell-Policy is currently posted on the website as IAIA was out of compliance, so committee will retroactively review. Compliance wording was taken directly from the Department of Justice. IAIA is required to post the ADA-Accessibility at the bottom of every page of the IAIA website and shared with the community via email twice a year. Peter Romero-commended Jeminie for her work to keep IAIA in compliance. Eric Davis- Motion to Approve; Peter Romero-Second; All in Favor-All; Opposed-None; Abstentions: None. ADA-Dissemination Policy passed.
2. Discussion on ADA Grievance Policy. Jeminie Shell- would like to adopt and disseminate an ADA grievance policy, per the administrative requirements outlined by the Department of Justice as specified in the Americans with Disabilities Act. IAIA currently does not have such a policy. The 1st Appeal would filter through the ADA Coordinator then if the subject is not satisfied the appeal would go to the President or a designee of the President. Conversation to post the policy in a laminated form would be

posted in: HR; SSC; Housing; Website: Dome; Facilities; CLE; Fitness Center. All areas where students and the general public have access.

Bill Sayre asked if the 15-day notice was feasible, and Jeminie Shell indicated she would like to keep it 15-days to be transparent and keep the process flowing.

Bill Sayre- Motion to Approve; Eric Davis-Second; All in Favor-All; Opposed-None; Abstentions: None. ADA-Dissemination Policy passed.

3. Discussion on ADA Barrier Report Policy. Jeminie Shell- The ADA Office would like to institute an online Accessibility Barrier Removal Form for informal reporting of barriers to access of IAIA's programs, services, or activities. This form would not take the place of formal accommodation requests or the formal complaint process. Airtable would be used to document incidents for reporting. Facilities and the ADA Office work closely together now to report on physical items on campus that are out of compliance. The form will be posted on the website with a hyperlink posted to the other approved ADA policies.

Mary Silentwalker- Motion to Approve; Bill Sayre-Second; All in Favor-All; Opposed-None; Abstentions: None. ADA-Dissemination Policy passed.