

Faculty Assembly Disabilities Subcommittee
Agenda/Minutes prepared by Leo P Bruederle
Wednesday, 11 September 2013, 9:30-10:30am, SI 4127

1. Attending: Leo P Bruederle (CLAS), Barbara Dray (SEHD), Judith Valdez (Auraria Library), Amy Vidali (CLAS). Not in attendance: A Lema-Hincapie (CLAS), J Mercado (CAM).
2. Old Business:
 - a. Leadership
 - i. Model of co-chairs presented
 - ii. Proposed Leadership
 1. Co-chairs: Amy Vidali and Leo Bruederle
 2. Co-chairs Elect: Amy Vidali and Leo Bruederle
 3. Secretary: Barbara Dray
 - b. Meeting pattern
 - i. Monthly meetings documented by minutes submitted to Karin Rees
 - ii. Attendance/representation is expected at FA Executive Committee and Faculty Assembly, which meets as follows (see below)

October 1, 2013	10:00 am – 11:45 am 12:00 pm – 2:00 pm	LSC – CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
November 5, 2013	10:00 am – 11:45 am 12:00 pm – 2:00 pm	LSC – CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
December 3, 2013	10:00 am – 11:45 am 12:00 pm – 2:00 pm	LSC – CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
January 7, 2014	Tentative: TBD	Location: TBD
February 4, 2014	10:00 am – 11:45 am 12:00 pm – 2:00 pm	LSC – CFD Suite 320 Conf. LSC – Chancellor’s Conf. Room
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- c. Subcommittee membership and representation (Leo Bruederle)
 - i. Auraria Library: Judith Valdez. CEAS: vacant
 - ii. Business School: vacant
 - iii. CAM: Jose Mercado / vacant
 - iv. CAP: vacant
 - vi. CLAS: Leo P Bruederle, Andres Lema-Hincapie, Amy Vidali
 - vii. SEHD: Barbara Dray
 - viii. SPA: vacant
3. New Business:
 - a. Schedule monthly meeting pattern
 - i. Wednesdays at 9:30am, SI 4127
 - ii. Fall 2013 (**ACTION ITEM**: Leo will reserve SI 4127 for Fall 2013 meetings.

1. 30 October
 2. 13 November
- b. Diversity Subcommittees:
 - i. GLBT&I, Minority Affairs, Women's Issues, and Disabilities
 - ii. Some clarification is needed from Joanne and Rod regarding the overall structure of the diversity subcommittees, as well as expectations (**ACTION ITEM**).
 - iii. Barbara asked if there should be a joint meeting of the four subcommittees once a semester.
 - c. Dropbox: Leo will set-up a Dropbox for the FA Disabilities Committee and "share" with members (**ACTION ITEM**)
 - d. Recent history: Amy summarized the recent history of the FA Disabilities Committee
 - i. A historical summary for 2008-2011 is in Dropbox.
 - ii. Bylaws (see Dropbox):
 1. The Diversity Committee (DC) reviews policies and develops recommendations on the hiring, support, and retention of a diverse faculty at UCD. In addition, the DC reviews campus policies and practices that affect diverse groups on campus. The DC maintains four subcommittees.
 2. The Disabilities Subcommittee reviews policies and practices and evaluates and recommends policies affecting the faculty and students who have disabilities.
 - iii. It was agreed that the Disabilities webpage should have a higher profile on the CU Denver website (**ACTION ITEM**)
 - e. Discussion followed addressing efforts that could be spearheaded by the Subcommittee:
 - i. Develop campus syllabi statement on disability (A Vidali)
 - ii. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
 - iii. Implement accessibility review of Auraria Campus (A Vidali)
 - iv. Implement accessibility review of digital education initiatives (J Addison)
 - v. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie)
4. Future agenda items:
 - a. Profile for Disabilities Subcommittee, webpage, and resources
 - b. Committee operating procedures (Rod Muth)
 - c. Mental health support: Barbara suggested a review of CARE and consider compiling a clearing house of resources (**ACTION ITEM**: Amy will contact Jennie Lynn Ellis (Counseling Center and contact for CARE)
 - d. Engage AVC Diversity and Inclusion Brenda Allen.
 - e. Subcommittee membership and participation:
 - i. Most colleges/schools are unrepresented on the Subcommittee

- ii. It may be necessary to identify replacements for elected representatives who are unable to attend.
- iii. Participation may be solicited from interested individuals, who have not been elected to serve (e.g., staff).

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 - ii. Business School: vacant
 - iii. CAM: Jose Mercado / vacant
 - iv. CAP: vacant
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 - vii. SEHD: Barbara Dray
 - viii. SPA: vacant
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Faculty Assembly Disabilities Subcommittee
Draft Agenda prepared by Co-Chairs Leo P Bruederle and Amy Vidali
Wednesday, 30 October 2013, 2:00-3:00PM, SI 4127

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Barbara Dray (Secretary, SEHD), A Lema-Hincapie (CLAS), J Mercado (CAM), Amy Vidali (Co-Chair, CLAS), Judith Valdez (Auraria Library).
2. Announcements (Leo)
 - a. Dropbox folder has been created and shared with members
 - b. Monthly meeting pattern
 - i. Wednesdays at 2:00pm until 3:00pm, SCIENCE 4127
 - ii. Fall 2013
 1. 30 October
 2. 13 November
 - iii. see Old Business
 - c. Attendance/representation is expected at FA Executive Committee and at Faculty Assembly, which meets as follows

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3. Old Business:

- a. Composition and leadership (Leo)
 - i. Proposed Leadership
 - 1. Co-chairs: Amy Vidali and Leo Bruederle
 - 2. Co-chairs Elect: Amy Vidali and Leo Bruederle
 - 3. Secretary: Barbara Dray
 - ii. Vacancies: BS, CAP, CEAS, SPA (Karin Rees via e-mail)
 - 1. Rees reiterated that FA has not received notification of representation from SPA or CAM.
 - 2. FA hopes to work more closely with schools and colleges that have not held elections historically or have held them at different times of the year to help fill in gaps in FA.
 - iii. Participation may be solicited from interested individuals, who have not been elected to serve (e.g., staff).
 - 1. A Vidali contacted CLAS Advising to survey interest
- b. Subcommittee meeting schedule (Leo)
 - i. Monthly meetings are expected of FA subcommittees/committees
 - ii. Spring 2014 schedule

4. **New Business:**

- a. Subcommittee Operating Procedures (R Muth)
 - i. Bylaws:
 - 1. The Diversity Committee (DC) reviews policies and develops recommendations on the hiring, support, and retention of a diverse faculty at UCD. In addition, the DC reviews campus policies and practices that affect diverse groups on campus. The DC maintains four subcommittees.
 - 2. The Disabilities Subcommittee reviews policies and practices and evaluates and recommends policies affecting the faculty and students who have disabilities.
 - ii. Identify committees’ purposes, work, and goals
 - iii. Review procedures, purposes, and expected outcomes
 - iv. Discussion and Q & A
 - v. Next steps: revisions, rewriting, and approval
- b. Current Projects
 - i. Act to increase the profile of the Disabilities webpage on the CU Denver website
 - ii. Develop campus syllabi statement on disability (A Vidali)

- iii. Mental health support: Barbara suggested a review of CARE and consider compiling a clearing house of resources (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE)
- c. Future agenda items:
 - i. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
 - ii. Implement accessibility review of Auraria Campus (A Vidali)
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 - iv. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie) Profile for Disabilities Subcommittee, webpage, and resources
 - v. Engage AVC Diversity and Inclusion Brenda Allen (already in contact with her through the CLAS diversity council - A. Vidali)

Faculty Assembly Disabilities Subcommittee
Wednesday, 30 October 2013, 2:00-3:00PM, SI 4127
Attachments

1. **Suggestions for Organization, Goals, and Procedures.** Suggested operating procedures drafted by Rod Muth for FA's Chair and Executive Committee. The document was intended to guide the Subcommittee; as such, it discusses procedures and responsibilities that the Subcommittee will either need to approve or revise in keeping with short- and long-range preference within the context of the Denver faculty's constitution and bylaws.
2. **Organizing Principles for Faculty Assembly Diversity Committees and UCD Administrative Structures.** Organizing principles drafted by Rod Muth with members of the Disabilities Committee, Diversity Committee, GLBT Committee, MAC, and WIC for Zen Camacho (former AVC, Diversity and Inclusion) and subsequently revised following discussions with AVCDI Brenda Allen. The document has been developed:
 - a. to provide direct support and advice for the AVCDI and UCD's Denver Campus on issues related to diversity that affect faculty
 - b. to provide an architecture that would stay sufficiently true to the Constitution of the UCD Faculty and the Assembly's Bylaws, while addressing the first item, while resolving the inter-committee issues that arose
 - c. to provide an efficacious way to engage others in the advisory body for the AVCDI as well as a convenient way to provide cross-committee discussions to enhance the work of the primary diversity committees (Disabilities, GLBTI, MAC, and WIC).

Suggestions for Standing Committee Organization, Goals, & Procedures for the DISABILITIES COMMITTEE

Disabilities Committee (DisCom) Organization

As the primary advisory committee to Faculty Assembly and UCD administration on issues important to disabled faculty, the DisCom reviews and makes recommendations on general policy, UCD's strategic plan, and any other long-range plans or formulations that set forth the broad educational and curricular objectives and policies at UCD that have implications for the DisCom. In addition, DisCom focuses on and advocates for policies and practices and evaluates and recommends policies affecting the faculty and students who have disabilities.

The DisCom shall be comprised of members representing the colleges, schools, and library in a manner similar to the composition of Faculty Assembly. The committee shall elect a chair, a chair elect, and a secretary at its annual organizing meeting, usually the last meeting of the closing academic year or the first meeting of the new academic year. The committee chair shall serve as a member of "Diversity Advisory Committee." Further, the committee shall nominate two or three faculty members to serve on parallel system committees as appropriate. Moreover, the committee shall establish a schedule so that it meets no fewer than X times per academic semester. In addition, the committee shall develop and maintain working relations with university committees and administrators that share its focus of attention. Furthermore, the committee shall develop internal operating procedures that govern its formal and informal conduct of committee business and shall review and update (as needed) these procedures annually. These procedures shall take into account all of the specifications in the Constitution of the University of Colorado Denver Faculty and the Bylaws of the Faculty Assembly relevant to the considerations and actions of the committee.

Operating Procedures of the Disabilities Committee

- develop annual goals, review and revise past goals, and discuss, develop, and implement long-term goals; all goals should guide and rationalize the committee's purposes as specified in the Bylaws of the Faculty Assembly
- recommend or develop policies, programs, or activities for Assembly and administrative bodies that help create and maintain a vibrant academic environment for faculty and students
- evaluate policies, activities, and programs that fall within the committee's purview; these evaluative processes should be carried out collaboratively with academic-community bodies and members of the community potentially affected by such evaluations
- consult with other committees of Faculty Assembly on matters related to the committee's purview, policies, and activities
- review and assure that policies and procedures related to the committee's purview are fair and applied fairly to faculty
- help develop and monitor programs and policies that support the achievement of the

- committee's goals
- help develop, enhance, and evaluate support networks and necessary services for faculty that affect the implementation and review of policies that fall within the committee's purview
- assure that students and programs are well represented in campus policies on and procedures relative to the purview of the committee

Example Foci for the Disabilities Committee

Related to the specifications in the Bylaws of the Faculty Assembly, the DisCom focuses on and advocates for issues of concern to all faculty as specified in the Constitution of the University of Colorado Denver Faculty and the Bylaws of the Faculty Assembly. To further its goals, the committee shall

- invite the university AVC of Diversity and Inclusion to attend all meetings and work collaboratively with the AVC on diversity matters that affect faculty, students, and the university
- invite legal counsel to attend meetings that require legal review of the issues involved and work collaboratively with legal counsel to ensure the best outcomes for faculty and the university; invite other administrators from time to time who may provide assistance to the committee in areas of mutual concern
- annually review and critique university ADA policies and procedures with university legal counsel
- review university services for faculty with disabilities with recommendations for changes as needed
- encourage and support annual "environmental scans" to determine the welfare of faculty with disabilities
- monitor use of a syllabus template informing students of services available to them through the Office of Disability Services
- annually review, critique, and make suggestions for improvements in university policies and procedures that affect faculty, educational programs, policies, and students
- annually review university services for faculty and make recommendations for changes as needed

Organizing Principles for Faculty Assembly Diversity Committees and UCD Administrative Structures

Revised Draft Version 1

January 31, 2013

Diversity Structures

The Disabilities Committee; the Gay Lesbian, Bisexual, Transgender, and Intersex Committee; the Minority Affairs Committee; and the Women's Issues Committee are the primary advisory bodies to Faculty Assembly and DDC's administration on matters related to traditionally under-represented or marginalized faculty groups. The functions of these committees are enumerated in the Constitution of the Denver Faculty and the Bylaws of the Denver Faculty Assembly.

Committee Organization

Each committee is comprised of members representing the colleges, schools, and library in a manner similar to the composition of Faculty Assembly. Each committee annually elects a chair, a chair elect, and a secretary. The chair and chair elect of each committee shall serve as members of the Diversity Advisory Committee. Further, each committee shall nominate two or three faculty members to serve on parallel system committees as appropriate. In addition, each committee shall develop and maintain working relations with university committees that share its focus of attention. Moreover, each committee shall develop internal operating procedures that govern its formal and informal conduct of committee business. These operating procedures shall stipulate such things as meeting times, committee goals, both long term and annual, and other matters that clarify the functions and functioning of the committee.

The committees, with a brief statement of purpose, follow:

Disabilities Committee

The Disabilities Committee (DisCom) focuses on and advocates for issues of concern to faculty with disabilities.

Minority Affairs Committee

The Minority Affairs Committee (MAC) focuses on and advocates for issues of concern to faculty from traditionally under-represented groups.

Gay, Lesbian, Bisexual, Transgender, & Intersex Committee

The Gay, Lesbian, Bisexual, Transgender, & Intersex Committee (GLBTI) focuses on and advocates for issues of concern to gay, lesbian, bisexual, transgender, and intersex faculty.

Women's Issues Committee

The Women's Issues Committee (WIC) focuses on and advocates for issues of concern to women faculty.

Intra-UCD Diversity Relations

To ensure that everyone works together effectively to address and resolve diversity issues

university-wide, people in relevant positions and supporting structures must be clearly defined so that they work together easily in decision systems that are fair, inclusive, and goal-driven. The structures should be non-duplicative with clear and well-articulated missions. Toward these ends, the following guide interrelations among the relevant governing elements as described below:

Provost

The Provost and the Associate Vice Chancellor for Diversity and Inclusion (AVCDI) should meet at least once each year in the annual fall meeting of the four faculty diversity committees, convened by the Chair of the Diversity Advisory Committee, to listen to, learn from, and inform the diversity committees of important and relevant perspectives that affect achievement of campuswide goals and strategic plans.

Associate Vice Chancellor for Diversity and Inclusion

The AVCDI, as the Provost's primary spokesperson on and leader of campuswide diversity efforts, has an essential responsibility to work with Faculty Assembly's diversity committees to improve the campus environment for faculty served by these committees to advance the goals and strategic plans of the university. For part of the AVCDI's role, the AVCDI is advised by Diversity Advisory Committee constituted as follows.

Diversity Advisory Committee for the Associate Vice Chancellor for Diversity and Inclusion

The Diversity Advisory Committee (DAC) for the AVCDI is comprised of eight faculty members, two each from each of the four diversity committees. Usually, these committee members will be the chair and chair elect for each committee. Additionally, Staff Council, the Exempt Professionals Association, and Student Government elect 2 members each to this advisory committee. These governance representatives shall work together with the AVCDI to ensure that the diversity strategic priorities and goals of the university are achieved both administratively and through the coordinated actions of the various governance bodies. The primary purpose of the DAC is to ensure that all relevant voices are heard as campuswide issues relating to diversity and inclusion are raised, addressed, and resolved. The DAC shall meet at least once each semester.

Chair of the Diversity Advisory Committee

The chair of the DAC shall be elected from among the chairs of the four diversity committees. The functions of the chair include convening the DAC and managing its activities, ensuring that agenda for meetings are available in advance of meetings and minutes are kept and reported within a week of each meeting, and providing an annual report of the DAC's activities to the Faculty Assembly, Staff Council, the Exempt Professionals Association, and Student Government. The DAC Chair shall also be a member of Faculty Assembly, Faculty Assembly's Executive Committee, and chair the Executive Committee for Diversity (ECD). The Chair of the DAC will participate regularly in these groups to share about DAC activities and receive information relevant to purposes of the DAC

Executive Committee for Diversity

The members of the faculty who sit on the DAC also shall act as the Executive

Committee for Diversity for Faculty Assembly. This committee shall meet at least once each semester with the four Faculty Assembly committees on diversity to identify gaps, identify and pursue common concerns, and establish short- and long-term goals and objectives that are best addressed by more than one diversity committee; create, publish, and maintain an annual master calendar of events relevant to faculty served by the four committees as well as any other useful informational materials as needed; assist with the annual new faculty orientation sponsored by the Center for Faculty Development; and develop and implement appropriate annual events to celebrate the Downtown Denver Campus's contributions to and by its diverse communities. Such events should not compete with those sponsored directly by any of the four diversity committees. The Chair of the ECD is the Chair of the DAC.

Faculty Assembly Disabilities Subcommittee

Meeting Minutes

Wednesday, 30 October 2013, 2:00-3:00PM, SI 4127

Present: Leo P Bruederle (Co-Chair, CLAS), Barbara Dray (Secretary, SEHD), Amy Vidali (Co-Chair, CLAS), Judith Valdez (Auraria Library), Rod Muth

Not-Present: A Lema-Hincapie (CLAS), J Mercado (CAM)

Respectfully submitted B. Dray

1. Announcements (Leo)
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 - b. Monthly meeting pattern
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 - ii. Fall 2013
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 2. 11 December
 - c. Attendance/representation is expected at FA Executive Committee and at Faculty Assembly, which meets as follows
 - i. Amy and Leo will share responsibility to attend

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 2. Co-chairs Elect: Amy Vidali and Leo Bruederle
 3. Secretary: Barbara Dray

- ii. Vacancies: BS, CAP, CEAS, SPA (Karin Rees via e-mail)
 - 1. Leo is following up and will also reach out to Associate Deans
 - 2. Amy will reach out to the school of public affairs, CAM (J. Mercado has not attended to been in contact)
 - 3. Rees reiterated that FA has not received notification of representation from SPA or CAM.
 - 4. FA hopes to work more closely with schools and colleges that have not held elections historically or have held them at different times of the year to help fill in gaps in FA.
- iii. Participation may be solicited from interested individuals, who have not been elected to serve (e.g., staff).
 - 1. A Vidali contacted CLAS Advising to survey interest
- b. Subcommittee meeting schedule (Leo)
 - i. FA expectation for FA committees/subcommittees to meet every month or 7-8 times per academic year
 - ii. Tentative Spring 2014 schedule, assuming second Wednesday of month at 2:00pm
 - 1. Wednesday, 12 February
 - 2. Wednesday, 12 March
 - 3. Wednesday, 9 April
 - 4. Wednesday, 14 May

2. New Business:

- a. Subcommittee Operating Procedures (R Muth)
 - i. Rod Muth shared background about the operating procedures/bylaws & committee creation
 - 1. Early 2000s disability committee was created
 - 2. Currently rebuilding faculty assembly on Denver Campus
 - 3. Thus, revisiting bylaws to re-establish credibility of all committees
 - 4. Similar format to other committees – used the faculty governance documents to guide
 - 5. What can disability committee expect from faculty governance
 - a. 4000 each year available to committees
 - b. \$\$ available for activities
 - c. Faculty governed
 - d. Up to 10 members regular attendance, which could include student(s), as well as faculty
 - ii. Bylaws:
 - 1. A. Vidali reviewed proposed changes
 - a. Broaden purpose to include staff and students with disabilities and disability topic in general on campus.
 - b. # of times to meet as a committee- 4 per semester
 - c. # of DAC, ECD, and FA meetings?
 - d. Foci of the committee

e. ACTION: A. Vidali will revise and post to dropbox for approval.

2. Next steps: revisions, rewriting, and approval

b. Current Projects & Future Agenda Items

- i. Act to increase the profile of the Disabilities webpage on the CU Denver website (DRS website)
 1. A. Vidali will explore need to run by legal and will send out link for our review.
 - 2. ACTION: Will review website at next meeting**
- ii. Develop campus syllabi statement on disability (A Vidali)
 1. Review disability statements from various schools
 - 2. ACTION: All bring examples of statements from Syllabi next meeting**
- iii. **ACTION: Invite CARE; DRS: Counseling Center to January meeting**
 1. Provide update on current demographics; initiatives; ways we can collaborate
 2. Mental health support: Barbara suggested a review of CARE and consider compiling resources (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE; B. Dray also spoke to CARE representative)
 3. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
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2. Announcements

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January 7, 2014		Tentative: TBD	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room
February 4, 2014		10:00 am - 11:45 am 12:00 pm - 2:00 pm	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room
March 4, 2014		10:00 am - 11:45 am 12:00 pm - 2:00 pm	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room
April 1, 2014		10:00 am - 11:45 am 12:00 pm - 2:00 pm	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room
May 6, 2014		10:00 am - 11:45 am 12:00 pm - 2:00 pm	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room

3. Old Business:
 - a. Vacancies: BS, CAP, CEAS, SPA
 - b. Subcommittee meeting schedule: December 2013 and Spring 2014
4. **New Business:**
 - a. Subcommittee Operating Principles
 - b. Current Projects
 - i. Profile for Disabilities Subcommittee: website
 - ii. Campus syllabus statement on disability
5. Future agenda items:

- a. Mental health support: Barbara suggested a review of CARE and consider compiling a clearing house of resources (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE)
- b. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
- c. Implement accessibility review of Auraria Campus (A Vidali)
- d. Implement accessibility review of digital education initiatives (J Addison)
- e. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie)
- f. Engage AVC Diversity and Inclusion Brenda Allen (already in contact with her through the CLAS diversity council (A. Vidali)

Faculty Assembly Disabilities Subcommittee
Minutes prepared by Amy Vidali
Wednesday, 13 November 2013, 2:00-3:00PM, SI 4127

1. Attendance: Leo P Bruederle (Co-Chair, CLAS), Amy Vidali (Co-Chair, CLAS), Judith Valdez (Auraria Library).
2. Announcements
(see previous minutes for committee meeting schedule and FA schedule)
3. Old Business:
 - a. Vacancies: BS, CAP, CEAS, SPA
 - i. Members are working to recruit members for the committee through personal connections where possible. Another swing at obtaining members will occur in the Spring.
 - b. Final Fall Meeting
 - i. We will meet December 11 at 2p. Location TBD. **ACTION ITEM:** Leo will locate space.
4. New Business:
 - a. Subcommittee Operating Principles
 - i. Amy implemented the changes discussed at the previous meeting, and these were reviewed and approved by the committee. This included adopting DisC as the acronym for the group, retitling the document, and other minor changes. **ACTION ITEM:** Amy will submit the document to Rod Muth, and is complete aside from having a clear list of what other committees co-chairs must serve on (FA, etc.).
 - b. Current Projects
 - i. Profile for Disabilities Subcommittee: website
 1. The committee viewed the website and discussed possible changes to where the site is housed. We viewed ucdenver.edu's diversity page, but it was out-of-date. We also viewed the FA site, but didn't see a clear location. **ACTION ITEM:** Amy will follow-up with Brenda Allen on best locations, and will figure out if Becka Hill is still the HR contact.
 - ii. Campus syllabus statement on disability
 1. The committee spent substantial time discussing a possible campus syllabi statement on disability. We reviewed current (contradictory) examples from CLAS, as well as various examples that Judith collected from other universities and sent to committee members prior to the meeting. We agreed

that the best approach was to draft a version and begin the discussion, either at the next meeting or the first meeting in Spring. **ACTION ITEM:** Amy will begin the draft.

5. Future agenda items:

- a. Mental health support: Barbara suggested a review of CARE and consider compiling a clearing house of resources (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE)
- b. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
- c. Implement accessibility review of Auraria Campus (A Vidali)
- d. Implement accessibility review of digital education initiatives (J Addison)
- e. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie)
- f. Engage AVC Diversity and Inclusion Brenda Allen (already in contact with her through the CLAS diversity council (A. Vidali)

Faculty Assembly Disabilities Subcommittee
Draft Agenda prepared by Co-Chairs Leo P Bruederle and Amy Vidali
Wednesday, 11 December 2013, 2:00-3:00pm, SI 4127

1. Membership: Leo P Bruederle (Co-Chair, CLAS), Barbara Dray (Secretary, SEHD), Judith Valdez (Auraria Library), Amy Vidali (Co-Chair, CLAS).
 - a. membership unclear: A Lema-Hincapie (CLAS), J Mercado (CAM)
2. New Business:
 - a. Review of process of obtaining accommodations for faculty (Amy) Melissa Luna, JD, MEd, Employment Rights Compliance and Investigation Manager
3. Announcements
 - a. Subcommittee Operating Principles submitted (Amy)
 - b. Brief Review of Minutes and Priorities (Amy)
4. Old Business:
 - a. Campus syllabus statement on disability
 - i. review of drafts
 - ii. determining next steps
 - b. Focus for Spring
 - i. complete syllabi statement
 - ii. revise and relocate "Disability Information for Faculty" website
 1. create "disability in the classroom" companion site
 - iii. other suggestions?
 - c. Subcommittee meeting schedule: Spring 2014

Tentative DisC Schedule		
February 12, 2014	2:00 pm - 3:00 pm	Friends Conference Room, Auraria Library
March 12, 2014	2:00 pm - 3:00 pm	Friends Conference Room, Auraria Library
April 9, 2014	2:00 pm - 3:00 pm	Friends Conference Room, Auraria Library
May 14, 2014	2:00 pm - 3:00 pm	Friends Conference Room, Auraria Library
Faculty Assembly and FA Executive Committee		
February 4, 2014	10:00 am - 11:45 am EC 12:00 pm - 2:00 pm FA	LSC - CFD Suite 320 Conf. Room LSC - Chancellor's Conf. Room
March 4, 2014	10:00 am - 11:45	LSC - CFD Suite 320 Conf. Room LSC - Chancellor's Conf. Room

	am EC 12:00 pm - 2:00 pmFA	Room
April 1, 2014	10:00 am - 11:45 am EC 12:00 pm - 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room
May 6, 2014	10:00 am - 11:45 am EC 12:00 pm - 2:00 pm FA	LSC - CFD Suite 320 Conf. LSC - Chancellor's Conf. Room

5. Future/Ongoing agenda items:

- a. Mental health support: Barbara suggested a review of CARE and consider compiling a clearing house of resources (A Vidali contacted Jenny Lynn Ellis, Counseling Center and contact for CARE)
- b. Facilitate formal assessment of Disabilities Resources and Services (A Vidali)
- c. Implement accessibility review of Auraria Campus (A Vidali)
- d. Implement accessibility review of digital education initiatives (J Addison)
- e. Support reading group at the Auraria Library for individuals at UCD who are blind and/or have reading disabilities (A Lema-Lincapie)
- f. Engage AVC Diversity and Inclusion Brenda Allen (A. Vidali)

**Faculty Assembly Disability Subcommittee
Meeting Minutes
December 10, 2013, 2-3pm SI 4127**

Present: A. Vidali, L. Bruederle, (co-chairs) B. Dray (secretary) J. Valdez,
(Auraria Library)

Guest: M. Luna - ADA Coordinator

Respectfully Submitted by B. Dray

1. Review of ADA Accommodations process at UCD by Melissa Luna
- ADA Coordinator
 - a. Provided handout on process
 - b. Highlighted resources
 - i. Job Accommodation Network - referral to there first to see example accommodations by disability.
www.askjan.org
 - ii. www.ucdenver.edu/HR
 - iii. Direct limit:
<http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Pages/index.aspx#tab-5>
 - c. Dissemination at Deans and Associate Deans meetings
 - d. What would be helpful?
 - i. Convey the challenges to the Deans
2. Syllabus Disability Statement
 - a. Work through Laura Goodwin's office
 - b. Provost Policy
 - c. Short cut to Disability Resources and Services offices