



Charter for Disability Resource Center Advisory Group

February 2022 – June 2023

This Charter is established between the Disability Resource Center and the Student Support Council to structure the process and planned outcomes included herein during 2021-2023 academic years.

Purpose

The purpose of the DRC Advisory Group is to support Norco College’s mission of access, equity and student success for students with disabilities. The Advisory Group brings together college and community members, which include K-12 and postsecondary partners, who focus on the needs of students with disabilities at Norco College and work together to develop strategies to support these students. Maintaining an advisory group related to the needs of students with disabilities is a Title 5 requirement (Title 5 – Section 56050).

Charge

The DRC Advisory Group is responsible for supporting the goals listed below:

- Objective 6.6: Develop regional outreach and recruitment systems
- Objective 7.6: Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.

Guiding Principles and Assumptions

The guiding principle of this advisory group is to comply with Title 5 guidelines to hold advisory committee meetings by working with internal and external constituent groups in support of DRC efforts to provide accessible towards academic and personal success based on their educational and career goal through a certificate, training and/or transfer.

The DRC Advisory Group believes in and supports Norco College’s goal of ensuring equal access to educational opportunities for all students. The Advisory Group believes in the ability of students with disabilities to benefit from support services as they work towards their educational and career goals.

Scope & Expected Deliverables

This advisory group includes representation from the college, community, transfer institutions, county DPSS partners, high schools and Norco College. The goal is to collaborate with partners twice a year to discuss issues, program updates, policies and student achievements. DRC will

Scope & Expected Deliverables

collaborate and refer students to other success programs on campus for greater access to support.

Deliverables include:

- Regular and consistent contacts with local K-12, postsecondary, and community service disability support providers
- Recommendations for the improvement of services available to students with disabilities at Norco College
- Ongoing cooperation in supporting DRC activities and disability-related events
- Liaison with community agencies providing services to individuals with disabilities
- Provide consultation on existing DRC policies and procedures and provide recommendations for improvement where necessary
- Increase outreach to K-12 partners and recruitment of students with disabilities to Norco College
- Agenda and meeting notes will be maintained as documentation of fulfillment of Title 5 Advisory Group requirements

Membership

The composition of members includes college administrators, classified professionals, faculty, and community partners, including K-12 and postsecondary colleagues who serve students with disabilities at their respective sites. Members of the community are welcome to participate in Advisory Group meetings.

All DRC employees will serve as members of the Advisory Group. There will be opportunities for other employees across all constituencies to participate depending on agenda items specific to their area of expertise.

Meeting Time/Pattern

The DRC Advisory Group meets approximately twice each year. Meetings are held in the Fall and Spring terms. Each meeting is approximately two hours.

Roles of Chairs and Members

The DRC Director will serve as the facilitator of the Advisory Group. The facilitator is accountable to the DRC Advisory Group to ensure the group adheres to the group Charge and meets Title 5 DSPS requirements for the development and facilitation of an advisory group. The facilitator is responsible for preparing agendas and leading meetings of the DRC Advisory Group based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the DRC Advisory Group that can help to achieve the charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the DRC Advisory Group. While representing the perspectives of the constituency group to which they belong members are expected to

Roles of Chairs and Members

engage in effective dialogue with peers with the intention of finding consensus on all issues that come before the advisory group

It is recommended that a notes recorder (or a designated delegate) shall prepare summary notes of each meeting. These notes will be disseminated to the Advisory Group participants to ensure transparent and consistent communication.

Meeting Procedures and Expectations

Members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Notes are taken to record the group's progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.