Minutes

In attendance: Elizabeth Boland, Samit Bordoloi, Dana Brickham, Jana Finkbonner, and Monica Holmer.
By phone: Wendy Page and J. Paul Vertrees

Minutes: Beth asked committee to review minutes from the November 17, 2017 meeting. If there are any changes, please email any updates/changes to Monica.

Welcome and Introductions

Member Updates:
- UW – Kurt Johnson – no update available
- CCER (Center for Continuing Education in Rehabilitation) – no update available
- Idaho DVR – Wendy Page
  - They just finished traveling statewide to present a disability awareness and etiquette training.
  - They are in the process of updating several trainings, including critical case questioning and caseload management. They are also close to completing their VR desktop training manual.
  - A new HR manager started this week.
- OVRS (Oregon Vocational Rehabilitation Services) – Sheila Hoover – no update available
- WA DSB (Department of Services for the Blind) – Sheila Burkett-Luckey – no update available
- WA DVR – Robert Hines & J. Paul Vertrees
  - They are in the process of thinking about how they provide training in the field (in-person and with technology). They are collecting information about how the UW conducts training for the Children’s Administration. They would appreciate any ideas or resources that the committee may have.
  - They are examining the delivery of Pre-ETS. The executive leadership team is discussing how to move forward and is in the process of establishing a new contract template to use
with all entities they contact with in the future. In addition, they are evaluating which of the 5 services categories they want to contract for and promote. The 2 services that are not as readily available in the school system are job readiness training and work-place learning training. They are going to contract for only these 2 services. In the first implementation, they are going to target school districts, community colleges, and Worksource sites.

- Paul discussed Order of Selection and how the process is going. They continue to serve individuals with the Most Severe Disabilities. They have not had a lot of communication from the public at this point.

- **Veterans Affairs – Karolyn Hannem – no update available**

- **Tribal Vocational Rehabilitation – Jana Finkbonner**
  
  - They are having an open RFP for their grant this year. There are 48 tribes participating in the renewal process but there is only funding for 35 tribes.
  - They have not yet seen a hard impact from Order of Selection as they have in the past.
  - The WA State Directors will be meeting to check-in and discuss the next MOU with DVR and DSB.
  - The Canoe Journey 2018 will be in July and it will end in Puyallup. More information is available online to find locations that the event will be stopping.

- **Private Rehabilitation – Cathy Cottingham - no update available**

- **Community Rehabilitation Providers – Kathy Powers - no update available**

- **WWU WCE/HCS – Raine Dozier**
  
  - The department continues to be involved with Woodring College’s strategic planning process.

- **WWU Human Services Program – Samit Bordoloi**
  
  - Samit appreciated that Beth was able to talk to several courses in Bellingham last quarter about the RC program.
  - The Human Services Program is continuing to develop an online writing support tool. Students have expressed that this has been helpful. Woodring has expressed an interest in using this support for more students within the College.

- **NWIC BA in CARE in Human Services – Greg Mahle - no update available**

- **Alumni – Eva L. de Leon - no update available**

- **RC Students - no update available**

**Program Discussion**

- Update on Students
  
  - Beth discussed the Student Summary handout.
• Internship Update
  o Dana provided an update on spring Internship placements.
  o Dana discussed the Practicum/Internship Supervisor Training that is being developed. This training is required by CACREP. She gave an overview of what the training will include.

• RSA Scholarship Update
  o We are moving into the last year of funding on our current grant. We hope a competition for new grants will open but we are still waiting to hear more.
  o Beth asked the committee to respond to the recent email that was distributed regarding a Request for Information (RFI) for input on the grants supported under the Rehabilitation Training Program.

• Student Recruitment & Retention
  o Monica provided an overview of retention statistics for students.
  o Monica discussed the marketing handout and gave an overview of fall 2018 recruitment.

• New Curriculum
  o Beth reviewed the courses that are new or have changed in the new curriculum.
  o Dana provided an overview of the plan for the new Pre-Practicum course.

• Faculty Recruitment
  o Beth gave an overview of the RC Instructor job description. She hopes that the job will be posted very soon and we will send the announcement via email to the committee.

Next Meeting – Monica will distribute a Doodle Poll to help schedule the next meeting.