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| **Accessibility Committee** | ***Monday, January 13, 2025***  ***1:30 to 2:30 pm*** | *Zoom* |
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| **Members Present** | Gregory Sly, Susan Trist, Smriti Bhattarai, Justin McMenomy, Kathryn Cocking, Amanda Godin, Jeffrey Erickson, Nichole Paul | |
| **Members Missing** | Troy Wadsworth, Rachael Schneider | |
| **Guests** | Winnie Kortemeier, Scott Morrison, Emily Schmitz | |

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| **Agenda Topic** | *Designate Recorder* |
| **Action Taken** |  |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** | Amanda took minutes. |
| **Comments/Information** |  |
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| |  |  | | --- | --- | | **Agenda Topic** | ***Approve Minutes from December 2024 meeting*** | | **Action Taken** | *Approved* | | **Summary of Discussion** |  | | **Assignments/Potential Agenda Items** | N/A | | **Comments/Information** | Nichole motioned to approve, Smriti second | |  |  | | |
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| **Agenda Topic** | ***Annual goal update and discussion - Susan*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Susan reminded the group about the April 2026 compliance deadline, and reiterated an email that Rachael had shared, confirming approval to fund an audit of our website. |
| **Assignments/Potential Agenda Items** | Justin and Ryan will continue to drill down compliance within Canvas.  A subcommittee consisting of Susan, Justin, Rachael and Troy will continue their work on our goals. |
| **Comments/Information** |  |

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| **Agenda Topic** | ***Accessibility Lead Update - Greg, Winnie, and Debi*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Scott joined the meeting today as our 4th Accessibility Lead.  As Accessibility Leads, Greg and Scott plan on attending Justin’s ‘Creating Accessible Word Documents’ training session tomorrow, 1/14. Due to conflicting schedules, Justin will be recording the training session to have as a resource. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |
| **Agenda Topic** | ***Accessibility training update—Justin*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Justin shared that we have implemented processes to assist with double checking that our new onboards are automatically assigned required accessibility training.  A list has been sent to HR, and will be quarterly, to help facilitate communications to supervisors regarding accessibility training completion of their respective staff members.  Justin suggested creating an in-person training session for areas such as custodial and facilities instead of online training. Jeff suggested the idea of ADA compliance training that would better align with the scope of certain departments, such as facilities and IT. It was mentioned that these departments have little to no interaction with accessible document creation or web compliance.  Susan shared a question she was asked, inquiring if WNC volunteer staff are/will be required to complete accessibility training. Nichole shared that it likely would not be necessary unless a WNC email address has been issued, and depending on what type of duties the volunteers are handling. Jeff shared that he has an upcoming meeting with Melody and Jared regarding contingent employee requirements. |
| **Assignments/Potential Agenda Items** | Susan said she will look into volunteer staff requirements. |
| **Comments/Information** |  |
| **Agenda Topic** | ***ADA Ruling – Compliance by April 2026 – Susan*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Susan reiterated the April 2026 compliance deadline. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |
| **Agenda Topic** | ***Budget Resource Request for 2025-2026 to Continue Accessibility Lead Positions*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Susan asked the committee if she should submit a budget resource request for 2025-2026 for our Faculty Lead positions. Scott was in support; Kathy second in order for us to try to maintain those support positions as we continue the work we’ve been doing. |
| **Assignments/Potential Agenda Items** | Susan will look into the dollar amount per credit and work on submitting a budget resource request for 2025-2026. |
| **Comments/Information** |  |
| **Agenda Topic** | ***Public Comment*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Scott asked the committee if we have a measure in place to determine if a course is appropriately accessible for not. Susan shared that Justin monitors Canvas content by using YuJa Panorama, and that we aim to conform to WCAG 2.0, level AA standards.  Winnie suggested that we come up with a timeline for faculty in order to ensure a certain percentage of compliance by the April 2026 deadline. Suggested timelines included summer 2025 or before winter break 2025.  Scott inquired about internal testing capabilities for third-party apps that are added to a Canvas course, such as MyOpenMath, since these third-party apps appear to not report and accessibility score. Winnie noted the same for her OER materials, and Greg reported the same for McGraw Hill material. Susan shared that we are able to complete some manual testing by using apps such as NVDA and Read&Write. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Meeting Adjourned** | ***Meeting adjourned at 2:03 pm*** |
| **Action Taken** | *Adjournment by group consent.* |
| **Summary of Discussion** | N/A |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** |
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| Next Accessibility meeting for spring semester **Monday, February 3rd 2025**  Moving forward first Monday of each month. | |