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| **Accessibility Committee** | *Monday, October 7, 2024*  *1:30 to 2:30 pm* | *Zoom* |
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| **Members Present** | Troy Wadsworth, Nichole Paul, Gregory Sly, Susan Trist, Smriti Bhattarai, Justin McMenomy, Amanda Godin. | |
| **Members Missing** | Kathryn Cocking, Rachael Schneider, Jeffrey Erickson | |
| **Guests** | Winnie Kortemeier | |

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| **Agenda Topic** | *Designate Recorder* |
| **Action Taken** |  |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** | Smriti took minutes. |
| **Comments/Information** |  |
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| |  |  | | --- | --- | | **Agenda Topic** | *Approve Minutes from August 2024 meeting* | | **Action Taken** | *Approved* | | **Summary of Discussion** | Nicole motioned to approve; Smriti seconded | | **Assignments/Potential Agenda Items** | N/A | | **Comments/Information** |  | |  |  | | |
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| **Agenda Topic** | *Accessibility Committee Google Drive* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Susan created Google drive and started putting documents there. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |

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| **Agenda Topic** | *Annual goal update and discussion - Susan* |
| **Action Taken** | *Informational and Approved* |
| **Summary of Discussion** | Susan had shared a draft of annual goals to committee members.  Mission statement, bylaws, and members are listed on committee website. However, meeting calendars, minutes, and agendas are not listed on website. Susan will reach out to Rachael Schneider to learn how to upload minutes and agendas on committee web page so that we are in compliance.  Winnie suggested to divide “Educate and Support” goal into two separate goals: “Educate with the training” and “develop/establish lead faculty”. It would be easier to talk about the training and its success.  Justin liked the second goal as it is in the committee goals and initiatives – educate and support accessibility compliance. The first one is just about accessibility and the training we have.  Nicole supported the goals as they are listed on the draft right now.  Justin supported adding more accessibility training.  Susan will work on edits on annual goals and send it to committee members for more inputs.  Greg emphasized our efforts should be on all faculty access to the training. This process did lead to some roadblocks, which Greg discussed later.  Troy suggested the committee to look if our e-forms and website are meeting WCAG requirements. Rachael has tools to review if they are meeting the requirements. She can report to the committee about what has been accessible and what are not. Our all-college emails are not accessible.  Action item: Justin proposed to assess accessibility of our website, Canvas, and email to establish a baseline. This will help generate new goals for next year.  Troy made a motion to add a third goal to our list of annual goals to assess and establish a base line for our website, Canvas, and email.  Justin second it.  Motion passed unanimously. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |
| **Agenda Topic** | *Accessibility training update - Justin* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Eric is working with training piece. Email have been sent out actively about the training, but there have been some roadblocks with accessibility of the training.  Justin and Troy had meeting with Melody about 2-3 weeks ago. The executive group is looking into quarterly requirement of trainings across the college. Talked to Melody about pushing the accessibility training requirement back from September 30 to December 30 as a date of compliance. Checked with the committee. Susan was okay with the extension of the training time period so that everyone has access to the training.  Don’t have ETA when the training will be available to those who don’t have access yet.  Troy – Eric just has to troubleshoot and not work from the very beginning of the training piece. Problem could be resolved by the end of this week. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |
| **Agenda Topic** | Lead faculty discussion - Greg |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Greg had a meeting with HR director – Melody. Employee who didn’t have access to mandatory accessibility training started emailing her about having access. That created additional work for her. She doesn’t want HR to be involved in communicating about accessibility training. She wanted separate email from committee to communicate about any issues associated with accessibility.  Greg and Winnie met to discuss about the accessibility leads. Talked about identifying things that would be helpful for full time and part time academic faculty, highlight and build PowerPoint to provide access and assistance.  Focused on inaccessible pdf and video content without close captioning. Faculty leads would like to set up a meeting with Susan and suggested setting up subcommittee meeting. Suggested Justin attend few of the subcommittee meetings.  They envisioned putting up zoom opportunity meetings for people to attend where they can ask their questions regarding testing their stuff. Develop post training survey to send out to employee who have already taken training.  Winnie suggested adding some questions (quiz or survey) after the training on Canvas. Winnie, as a lead faculty, would be interested to know if people are interested in knowing more about accessibility. Nicole concern to this was who is going to follow up with these questions and helpfulness or usefulness of these trainings.  Susan proposed to discuss further on this topic when we meet as a subcommittee.  Susan will create a ticket to create a group email for accessibility committee.  Susan, Greg, Winnie, and Justin stayed after the meeting to set up a date for subcommittee meeting. |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |
| **Agenda Topic** | *Public Comment* |
| **Action Taken** | *N/A* |
| **Summary of Discussion** | N/A |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |  |
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| **Meeting Adjourned** | *Meeting adjourned at 2:22 pm* |
| **Action Taken** | *Adjournment by group consent.* |
| **Summary of Discussion** | N/A |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** |
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