| **Accessibility Committee**  | *Monday, November 4, 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, Kathryn Cocking, and Rachael Schneider |
| **Members Missing** |  Jeffrey Erickson and Amanda Godin |
| **Guests** | Debi Ingraffia-Strong, and Winnie Kortemeier |

| **Agenda Topic** | *Designate Recorder* |
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| **Action Taken** |  |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** | Kathy took minutes.  |
| **Comments/Information** |  |
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| **Agenda Topic** | *Approve Minutes from October 2024 meeting* |
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| **Action Taken** | *Approved*  |
| **Summary of Discussion** | A correction will be made to the spelling of Nichole’s first name. With that change, Nichole motioned to approve; Smiitri seconded |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** |  |
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| **Agenda Topic** | *Accessibility email account created—accessibility@wnc.edu* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** |  Susan announced that the email account has been created. |
| **Assignments/Potential Agenda Items** | Susan will be completing a ticket to request that all leads and Justin and Greg have access to the email account |
| **Comments/Information** |  |

| **Agenda Topic** | *Annual goal update and discussion - Susan and Troy* |
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| **Action Taken** | *Informational and Approved* |
| **Summary of Discussion** | 3 goals have been established1. Monitor and report completion of mandatory campus accessibility training
2. Educate and support accessibility compliance
3. To conduct a baseline assessment of Canvas content, email communications and the WNC website for accessibility compliance

There were suggestions made about forming subcommittees.Canvas-Ryan and JustinCommunication-RachelE-mail-Troy or Diego |
| **Assignments/Potential Agenda Items** | Susan will send out proposed dates to get together to discuss goal compliance and a timeline and to create subcommittees |
| **Comments/Information** |   |
| **Agenda Topic** | *Accessibility Lead Update - Greg, Winnie, and Debi* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | 1. Winnie-Liberal Arts-This afternoon, she will be reviewing the powerpoint that Greg provided. There will be a zoom staff meeting on 11/22/24 at 1330 to discuss accessibility. A document that contains all of the applicable links regarding accessibility is being designed
2. Greg-WCTE-has had interest from staff in his division
3. Debi-Nursing/Allied Health. At the 11/6/24 Nursing Faculty meeting, accessibility will be discussed. Debi will assume the lead role. She has worked with one instructor on the accessibility of her course. The new Nursing Director will be starting 11/18/24 so Debi wants to make sure that progress is being made
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| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** |   |
| **Agenda Topic** | *Accessibility training update—Justin* |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Justin reported that the current training pertains mainly to the on-line accessibility issues. Physical limitation accessibility training needs to be developed. Nichole recommended talking to Human Resources about the possibility of an in-person Physical accessibility as an alternative to the online-focused accessibility course for staff that does not oversee a Canvas course. There are ADA resources available to use |
| **Assignments/Potential Agenda Items** | Susan to speak to Melody or Jared in HR about available ADA training resources. Possibly consider scheduling the training to occur during the Professional Development week |
| **Comments/Information** |  |
| **Agenda Topic** | *Public Comment* |
| **Action Taken** | *N/A* |
| **Summary of Discussion** |  N/A |
| **Assignments/Potential Agenda Items** | None offered |
| **Comments/Information** |  Next Accessibility meeting 12/2/24 at 1:30; 2025 meeting dates will be scheduled then |
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| **Meeting Adjourned** | *Meeting adjourned at 1:58 pm* |
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| **Action Taken** | *Adjournment by group consent.* |
| **Summary of Discussion** | N/A |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** |
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