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

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| **Agenda Topic** | *Designate Recorder* |
| **Action Taken** |  |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** | Jeff took minutes.  |
| **Comments/Information** |  |
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| **Agenda Topic** | ***Approve Minutes from November 2024 meeting*** |
| **Action Taken** | *Approved*  |
| **Summary of Discussion** |  |
| **Assignments/Potential Agenda Items** | N/A |
| **Comments/Information** | Jeff Motioned to approve, Smriti Second |
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| **Agenda Topic** | ***Annual goal update and discussion - Susan*** |
| **Action Taken** | *Informational*  |
| **Summary of Discussion** | Rachel has a process to evaluate and audit the WNC website through a 3rd party.Troy and Susan working on email communications.Old Business: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
 |
| **Assignments/Potential Agenda Items** |  |
| **Comments/Information** | Jeff asked about the process for administrative assistants updating department websites and questioned if there was a need for additional training.Rachel confirmed that a system is in place to automatically check for accessibility as it is updated by the administrative assistants |

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| **Agenda Topic** | ***Accessibility Lead Update - Greg, Winnie, and Debi*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | 1. Accessibility Training was successful

9 attendees for training on Friday, November 22 2024 afternoon (11 total) |
| **Assignments/Potential Agenda Items** | 1. Training recording may be put on the Accessibility Canvas site with Canvas Studio and captioning.
	1. Link on Accessibility Training Canvas page will be made
2. Plan another training possibly in January (Professional Development week is an option).
 |
| **Comments/Information** | Comments from the training were positive. |
| **Agenda Topic** | ***Accessibility training update—Justin*** |
| **Action Taken** | *Informational* |
| **Summary of Discussion** | Need for training on Word Documents |
| **Assignments/Potential Agenda Items** | Justin and Ryan will organize a Word Training for Professional Development Week. |
| **Comments/Information** |  An invite may be sent out by Susan for an alternative Accessibility Training via Vector for staff that do not engage with digital content. |
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| **Agenda Topic** | ***Public Comment*** |
| **Action Taken** | *N/A* |
| **Summary of Discussion** |  N/A |
| **Assignments/Potential Agenda Items** | None offered |
| **Comments/Information** |  Next Accessibility meeting TBA for spring semester. |
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| **Meeting Adjourned** | ***Meeting adjourned at 1:59 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, January 13th 2025**Moving forward first Monday of each month. |