

April 5, 2019

Present: Chelsea Lindquist, Mary Ann Keith, Rhonda Sample, Tim Trussler, DeAnne Hamilton, Karrie Zylstra, Jake White

1. Video – How do we get the message out to the college community? Discussion about launching now or in fall quarter (September).

We have a spot on the website. Themes – Why are we here and why important.

Plan – Have Bria make a video over summer and have something for fall. Tasked: Karrie + Josh + Tim (connection) training video (content) URL for website

Show * if complete by June 30th. Professional Development \$2,000.

2. Video tutorials – agenda item removed.

3. Fall presentation – Tim and Josh present in the fall, as a volunteer for opening day (20 min). How to make document accessible. Focus on how to make your materials accessible (breakout session to walk through process).

Plan – present at opening day and have a breakout session. Ties into survey and employees ask.

Tasked: Tim talk to AI

4. Website - We now have one. Congrats! Chelsea and Tim volunteer to work on website. Jake and Mary Ann also volunteer. Links needed to and from e-learning committee.

5. Email address – We now have one. Migrate stuff from old website to new. Email now goes to Tim.

6. Reminder – We are the point of contact to the college for areas of concern, new ideas from conference, etc.

7. Action Plan revised and updated.

8. Josh to correct minutes

9. Discussion on new trial software and using phone in class. Rhonda will reach out to DSS for strategies.

10. Syllabus language. Our current syllabus is lacking. We should craft language that is more accessibility based and more information besides “contact Rhonda”.

*Karrie and Josh review language, Mary Ann.

11. Good job on BAT and College Council. Bylaws to College Council.

12. Repost outs

*Retreat Friday before Memorial Day needs to be moved.

13. Budget – Time has a Google Doc, correct challenge is the process for stipends.

14. Access 360

- Chelsea 1 day

- Mary Ann not going

- Tim both days
- Rhonda both days
- DeAnne both days
- Karrie not going
- Josh Tuesday only
- Committee reach out to Agnes (new IT)