

ACCESSIBILITY COMMITTEE MINUTES

Date: 11/3/2023

Time: 11:00am-12:00pm

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Colin Dory, Wen Zhao-Pliske, Aubrie Swain, Michelle Earthwright, Michelle Reid, DeAnne Hamilton

1.) New Members

The Accessibility Committee welcomes DSS Coordinator Aubrie Swain and Tech High Counselor Michelle Earthwright to the committee. What can the committee do to assist them?

- Michelle Earthwright notes that the Bates website is difficult to navigate for students. One thing that could help is looking into how to make the website more accessible.

2.) DSS Update

Aubrie Swain is our new DSS Coordinator. She's excited to further develop the services the DSS office provides to students and staff.

- a. Current Goals – Aubrie is currently working on strengthening student confidentiality and streamlining the DSS process for students.

3.) Library Update

- a. New Book Scanner – The announcement about the new overhead book scanner is going out. An update about it will be available in LibGuides, and Mike will be available to assist with using it. The scanner is located in the Downtown library, and instructors will have to scan their own material in person.
- b. Accessibility Promotion – How do we get the word out on the library's accessibility services to instructors and staff?
 - We can advertise during the Professional Development Day.
 - A flyer on the library services for students can be available at the DSS.

- We can use the Canvas training classes to promote the library services to instructors.

4.) Board of Trustees Presentation

Due to rescheduling, Tim was unable to present to the board. The board is currently on hiatus, so the presentation will need to be done in the future. We will discuss this further at the next meeting.

5.) Canvas Training

The Accessibility Canvas training is still in the works. The main steps left is to incorporate Bates-specific information.

6.) Future Goals

What should the committee focus on in the coming year?

- a. Student Resources – The DSS can present on the available services at the New Student Orientation. Spreading awareness and focusing on publicity will be key.
- b. Tech Skills – Many students are lacking basic tech skills to navigate their classes, and we currently don't have training available for students.
- c. Language Barriers – Multilingual signage around the college and more captioning choices could benefit students facing language barriers.
 - Could the supplemental budget requests be used for this purpose?
- d. Barrier Reduction – Many processes at Bates should be clarified and simplified.
 - Wen suggests looking into student journey mapping to create pathway guides for students.
- e. New Employee Orientation – Incorporating accessibility resources into the NEO can spread awareness of resources to new instructors and staff.
- f. Board of Trustees Report – DeAnne suggests having a regular scheduled report for the Board of Trustees.
- g. Accessible Online Directory – One thing that could really help is maintaining an up-to-date and easy to access directory for students.
- h. Program Review – Wen suggests making sure accessibility is part of the overall course review process. Though it is covered in the eLearning portion of the review, perhaps it can be expanded beyond that.

7.) Next Meeting

- a. By committee vote, the meeting time and dates will be shifted to the second Friday of the month, from 10am – 11am.
- b. The next meeting will be December 8th, 2023.