

# ACCESSIBILITY COMMITTEE MINUTES

Date: 12/8/2023

Time: 10:00am-11:00am

Facilitator: Tim Trussler

## In Attendance

Tim Trussler, Colin Dory, Michelle Reid, Beth Reichenbach, Michelle Earthwright, Aubrie Swain, Wen Zhao-Pliske

### 1.) Board of Trustees Presentation

Tim has drafted an outline of PowerPoint slides to help prepare for the presentation. [Click here for the link to the PowerPoint outline](#). Some committee members will need to be present for the presentation, but Tim will also be presenting remotely. It will be a thirty-minute presentation with a following Q+A, and is scheduled for the February board meeting. The presentation is tentatively split up as follows:

- Tim will talk about the history of the committee.
- Aubrie will share the mission and the goals of the committee.
- Michelle Earthwright will introduce the committee members.
- Aubrie will discuss the current state of accessibility.
- Colin will present the workplan from the 2022 retreat.
- The presentation will end in an open Q+A session.

### 2.) Canvas Accessibility Training

The training is ready to go. Tim will reach out to DeAnne on how she wants it presented to the cabinet.

### 3.) DSS Update

Aubrie has been familiarizing herself with Bates processes and the DSS role in the wider Bates community. She is currently working on rolling out a software called AIM (Accessible Information Management), a web-based database system to communicate

and interact with faculty, staff, and students, and is hoping to launch it for Spring Quarter.

#### 4.) Library Update

Michelle Reid is leaving the committee, but Beth Reichenbach will be stepping up to take her place. Thanks to Michelle for all her hard work!

- The Professional Development Day shout-out of the library's LibGuides led to increased traffic. The committee will continue to look into ways to promote this resource.
- Information on the new overhead book scanner is now linked on the library's main website.
- The library staff are working on making a Top Ten Library Support handout for instructors, and once finished, will distribute the list to the deans.

#### 5.) Barrier Reduction

College Success – The college is in the process of trying to determine what this looks like, such as what should be included, how many credits it should offer, and the methods it should be available in, and how to test out and determine eligibility. If committee members have any insight on these processes, please reach out to your dean or supervisor.

#### 6.) Good of the Order

- a. Website – Some changes have to be made to ensure the Accessibility Committee's webpage is updated and accurate. Colin will reach out to Jake to make changes.
- b. Minutes – Committee members are encouraged to review the November minutes for accuracy.
- c. The next meeting will be January 12<sup>th</sup>.