

ACCESSIBILITY COMMITTEE MINUTES

Date: 3/3/2023

Time: 9:00am-10:00am

Facilitator: Colin Dory standing in for Tim Trussler

In Attendance

Colin Dory, Brian Umpstead, Sarah O'Neal, Michelle Reid, Wyatt Simmons, Marcus Harvey

1.) DSS Update

- a. Niraj Swami and Sarah are thinking about having a faculty/staff training to cover language instructors should be using with students with disabilities. People can use stigmatizing language without meaning to, and it would be more useful to stop thinking of disabilities as barriers to the workforce.
 - Could this be incorporated into Accessibility Training? Included in the first day of class? Incorporate into online training?
- b. What are some ways we can find a student-centered approach to refer students to the DSS? How do we promote awareness events and mental health resources?
 - Quarterly Canvas announcement?
 - Wyatt suggests reaching out to LeMont Lucas to promote the DSS in the student news regularly.

2.) Library Update

Michelle is currently working on tweaking some of the language in the LibGuides and replacing some links to make them more accessible and originate from Bates resources when possible.

- Use Accessibility Tools is geared toward students. It links to Microsoft support to account for different operating systems. Beth and Michelle are working on a more detailed page to chunk the information.
- Closed Captioning is provided by the OLC. Requests for closed captioning can go through the DSS office.
- Make Items Accessible is aimed at instructors. Michelle is working on adding more resources to it.

3.) Accessibility 101 Survey

- a. We've received feedback from all the departments. The majority wants smaller group trainings, and a combination of face-to-face and online training is preferred (for remote/essential staff). One hour is preferred. Many responders would like mandatory training, but it depends on the training (some topics may benefit certain groups over others). The majority of responders leaned toward quarterly training.
- b. The top wanted topics are:
 - 1) Basics
 - 2) Intro to Accessibility
 - 3) Accessibility Versus Accommodation
 - 4) Making accessible documents, PDFs, and presentations.
- c. Other suggested topics are accessible emails, images, graphs, and charts, as well as best practices for more accessible classrooms and other spaces.

4.) Training

For future training, Michelle suggests a rundown of resources available to faculty would be a good mini-training. Short, simple topics like focusing on images or headings would also be useful.

5.) Computer Literacy

- a. One possible option to improve computer literacy is to teach students how to link their student emails to the personal email.
- b. Using Badging for students may help them level up their digital skills.

6.) Good of the Order

- a. The next meeting will be held Friday, April 7th.