

ACCESSIBILITY COMMITTEE MINUTES

Date: 5/5/2023

Time: 9:00am-10:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Colin Dory, Marcus Harvey, Michelle Reid, DeAnne Hamilton, Chelsea Lindquist, Wyatt Simmons (ASG Rep)

1.) Library Update

The Accessibility Toolbox guide is live on the library website. It's a living document that will be updated and added to when necessary.

- Professional Development has a page of its own titled "Take a Class."
- When the book scanner arrives and is set-up, it will be added to the list of resources on the Toolbox guide. Chelsea can promote the scanner to a wider audience as well.

2.) Program Effectiveness Review

The OLC is running a program effectiveness review to help improve classes. Accessibility is a key part of that review. If any program or instructor would like to undergo the process before it's required, they are more than welcome to reach out.

2.) Training

- a. **New Student Orientation** – In reflection of suggested steps from the last meeting (library walk-ins, promoting events in e-news, handouts, etc), we will also check with Sarah O'Neal to see if there are any other steps to take to make students more aware of their resources.
- b. **Staff/Faculty Training** – The committee agrees that the best method of accessibility training should be offered online with an in-person follow up. What's the best way to do this?
 - A Canvas course could provide self-paced training with an in-person follow-up for the Back-to-School Institute.

- DeAnne suggests that we can also look for training provided by Safe Colleges (we can check with HR to see if we still have access to the services).
 - Get Inclusive could be another platform to use if we no longer have Safe Colleges.
- The Accessibility 101 class Canvas can also be used as a resource.

4.)HR

One priority of the Accessibility Committee is to ensure the hiring process is accessible. We will reach out to Kameil on how to proceed.

- We can add a HR check-in to the agenda.

5.)DEI

The committee will add a DEI check-in to the monthly agenda.

6.) Work Groups

How should we refocus the workgroups? Do we need to create any new ones?

- We will move forward with the Mental Health and the Training workgroup and solicit more volunteers for both.

7.) Computer Literacy

Michelle would like to note that Clover Park has a basic computer class that could be used as a resource.

8.) Good of the Order

For the June meeting, we will work on assigning members to the workgroups. The next meeting will be held Friday, June 2nd.