

ACCESSIBILITY COMMITTEE MINUTES

Date: 11/01/2019

Time: 9:00-10:00

Facilitator: Tim Trussler and DeAnne Hamilton

In Attendance

Tim Trussler, Josh Clearman, K. Dory, DeAnne Hamilton, Karrie Zylstra, and Mary Ann Keith (remote).

1.) Training

- a. Long-term Training Plans – There have been a lot of requests for help, which makes training all the more necessary.
 - Ambassadors – There have been some volunteers. Josh will track down the name of the Central Campus volunteer. ***One question is if there is training for volunteers?***
 - Future Training – Josh will request for more training slots in March at the next Dean's meeting. Some possibilities include:
 1. Break-out choice sessions – These seem to be the most useful, however, previous sessions had low numbers.
 2. Quasi-mandate – It may be time to make training mandatory. A question to ask Christina Nelson at the next meeting is who sanctions making trainings mandatory.
 3. Target faculty for training – Faculty will get the most use out of the training sessions.
 - Tracking Training – The previous method of tracking training was lost in the IT crash. There currently is no method to track training hours. Logging training hours is important not only in case of an audit, but also for reporting out. A possible question to ask Christina is who will track training and how.
 - BAT Training – Something to consider in the future.

2.) Updates

- a. Reporting Out – Good things have happened in the last six months and might be welcome news to the board. A question to ask President Zhou is how best to approach the board.

- Talk to Chelsea about how to communicate to the college at large
- b. Website – The website is up and running thanks to Jake. As it is genuinely helpful to instructors, it would be good idea to send it out as a resource. One possibility to do so would be to use a Canvas announcement. Google Analytics can also be used to gauge how many people access the page.
- c. Finances – There currently are no funds available at the moment. Possible uses of future budget requests would be to have events such as retreats, visiting other colleges, and having guest speakers.
 - Future budget questions include thinking of needed supplies, dispensations, and applying for mini-grants. Start considering supplemental budget requests and items.
- d. Review Accomplishments/To-do List/Plans and Goals
 - Professional Development Day Feedback – There was a positive response and Tim’s presentation went well, but the working lunch resulted in a time crunch, and not all slides could be addressed. Faculty felt it was an afterthought. The President is receptive to a more workable schedule next time.

3.) Current Standing Positions

- a. Cabinet
- b. eLearning and Library Manager
- c. (Information Technology) IT
- d. Marketing and Communications
- e. Instructional Dean
- f. Disability Services
- g. ASG
- h. General Education Faculty
- i. Career Training Faculty
- j. Non-Teaching Faculty
- k. Student Services
- l. Member(s)-at-large (1 position)

4.) Announcements

- a. Next meeting is December 6, at 9:00 am, at Central Campus Library, Rm. B207.