

# ACCESSIBILITY COMMITTEE MINUTES

Date: 10/04/2019

Time: 9:00-10:00

Facilitator: Tim Trussler and DeAnne Hamilton

## In Attendance

Tim Trussler, Josh Clearman (remote), K. Dory (remote), DeAnne Hamilton, Jake White, Rhonda Sample, and Mary Ann Keith.

## 1.) Updates

- a. Membership Changes – No changes in membership as of today’s meeting. Some suggestions for future recruits include recruiting someone from HR.
- b. Professional Development Day – A one hour training session is scheduled on Oct 18<sup>th</sup>, during Professional Development Day. It is unfortunately scheduled during the working lunch time slot. Some ideas for it include:
  - Hands on is unfortunately impossible due to lack of available computers, so the goal is to make it as interactive—with quizzes, prizes, etc—as possible.
  - Some ideas include using common myths about accessibility, obtaining pre-loaded computers for each table, and using the Portland video about straws to get people to think outside the box.
  - Possible presenters are Jake with PDFs, Chelsea with promotional materials, and Karrie to talk about Canvas.
  - Josh suggested using the working lunch as a challenge to get attendees to use only their non-dominant hand, open cans and use utensils without using their dominant hand, etc.
  - Include talking about the Accessibility Hub—start people from the website, encourage attendees to access it via their phone. (Cellular data should be obtainable in the DT Auditorium.)
- c. Trainings for the Year – Some ideas include:
  - One idea on how to proceed is to reach out to individual departments, stick to the basics since that is what is most needed. PTE has requested another training.

- Touch base with facilities about training. Josh suggested having a listening session where we discuss what they have noticed when it comes to accessibility. The new Facilities Director Chuck Davis is very on board with improving accessibility.
  - Possibly host an Accessibility Open House Day, with notice going out to the entire faculty and staff. Suggestions include top of the hour presentations with the rest of the hour being available for walk-in help. Demand will be gauged during Professional Development Day.
- d. Accessibility Hub – Jake will need feedback on the website. Some suggestions are to cut down on the amount of text at the top of each page.
  - e. Ambassadors – Current volunteers are Karrie, Jake, and Beth Reichenbach. Josh will write up a complete list of volunteers.
  - f. Allied Health Building Accessibility Progress – During the meeting in Olympia, previous concerns were addressed in new design changes. Poles that had been blocking accessibility were moved, and accessible stalls were moved to the front of the restrooms. This is the last state level meeting, and Accessibility Committee members will have to take part in design meetings at Bates. Some future concerns are moveable furniture, adjustable tables, and no stationary equipment.

## 2.) Current Standing Positions

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

## 3.) Announcements

- a. Next meeting is November 1, at 9:00 am, at Central Campus.