

ACCESSIBILITY COMMITTEE MINUTES

Date: 2/4/2022

Time: 9:00am-10:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Mary Neff, Rhonda Sample, Karrie Zylstra, Colin Dory, Mary Ann Keith

1.) New Members

Due to recent and future members leaving, the committee needs to recruit new membership.

- Agnes Figueroa has been extremely busy over the last eight months and frequently been unable to attend. It's been decided to ask if she would like to continue to remain on the committee or would like to designate someone else from IT.
- Rhonda Sample will advocate for her replacement to be required to join the committee, and Mary Ann Keith will look for someone to take her place before she leaves.
- We will need another dean, and have decided to ask Marcus Harvey if he would be interested.
- A decision has been made to try to recruit Michelle Reid, a library tech, and possibly Brian Umpstead or Jesse Galaviz for instructors to represent the trade classes.

2.) Accessibility Committee Website

Items have been added to the Accessibility Committee website at the request of the Accreditation Committee, including the Accessibility Plan, 2021 Accomplishments, and 2022 Workgroups.

- Still unsure if the meeting minutes have to be on a public-facing website, and Tim is in the process of finding out.

3.) By-Laws and Goals

Though the Committee has mostly been committed to dealing with online accessibility, but our by-laws establish that we are also involved in physical accessibility as well. It has been decided to request a representative from Facilities to help discuss physical accessibility concerns when they come up.

- The committee will reach out to Dee Nelsons to request a potential Facilities member.

4.) Captions

No auto-captioning service meets accessibility standards, but we can make recommendations, such as making a habit of turning on captions for all meetings to increase accessibility.

- Karrie Zylstra will create a two-minute video on how to turn on captioning in Zoom.

5.) Integration of Accessibility

The VP of Instruction, Johnny Hu, is working with the Math department to integrate accessibility in the lower level 80/90 classes.

- The Accessibility Committee will be ready to provide resources and help when asked.

6.) Next Meeting

The next meeting will be March 4th, 2022.