

ACCESSIBILITY COMMITTEE MINUTES

Date: 2/7/2020

Time: 9:00am-10:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Frank L. Jones, Rhonda Sample, Chelsea Lindquist, Agnes Figueroa, Colin Dory, Karrie Zylstra

1.) Board Presentation

There's an outstanding question to ask Karey Bryson about the length of the presentation — How much time should be given for Q&A session?

- a) Presentation Proposal — One main goal is to get a statement from the board. The current proposal of what to cover in the presentation:
 - History of Accessibility at Bates
 - Survey addressing the accessibility concerns of both faculty and students
 - What we're currently doing to address concerns
 - What was accomplished on the Accessibility Committee Retreat
 - The final submission to Access 360
- b) Additional Suggestions — Agnes Figueroa suggested providing a snapshot of the beginning and current usage of Ally in Canvas and how it has increased accessibility. It was decided to include current holes, such as having nothing tracking non-Canvas accessibility, and add at least suggestions on how to address it (such as using what other colleges do). The lack of budget should also be brought up.

2.) Adobe Training

A trainer from Tacoma Community College will be providing the training, which will be limited to 20 people due to the need for it to be a hands-on experience.

- a) Seat Limit — Different departments require a certain amount of people — Student Services will need 6-8 attendees, for example. The deans will select who will get the remaining seats. Tim Trussler is finalizing the list of people who must go. Those who

want training but won't make the cut will be put on a wait list for a second round of training.

- b) Training Details – Attendees will bring a particular document to fix up during the training. ALL attendees will have to bring laptops as the eLearning Center does not have enough to go around. The date will be the week of the 24th, sometime between Tues-Thurs, from 12:30pm-3:30pm in order to get better instructor participation.
- c) Cost – Make departments pay for participation based on the breakdown of the fee of the trainer. The total cost of the trainer might range from \$500 - \$1000.

3.) Professional Development Day

The Accessibility break-out session is slated for two hours, from 1-3pm. It will be held in the DT computer lab, Rm. 307.

- a) Agenda – The current plan is to go over Word, Canvas, and then Adobe. The goal is to have everyone signed up in the beginning, so by the time Adobe is reached, everything will be set up. The Online Learning Center will pay for the Adobe Acrobat DC licenses for all attendees.
 - It is planned to record the event and put it on the Sharepoint so that it can be used in the future.

4.) Announcements

- a) At the next meeting we will discuss questions for Chuck Davis, the Facilities Manager, in order to have a list of items to ask him for the April meeting.
- b) February minutes will be reviewed and approved at the March meeting.