

# ACCESSIBILITY COMMITTEE MINUTES

Date: 3/4/2022

Time: 9:00am-10:00am

Facilitator: Tim Trussler

## In Attendance

Tim Trussler, Karrie Zylstra, Dee Nelsons, Chelsea Lindquist, Marcus Harvey, Michelle Reid, Rhonda Sample, DeAnne Hamilton

### 1.) Website

It's not a requirement to have a public-facing component for the Accessibility Committee. However, moving any material now may break required links in the Accreditation Report.

- Operating an Intranet website for easy access to meeting minutes and other resources will be revisited at a later time.

### 2.) Librarian Accessibility Liaison Role

The goal of the accessibility liaison role is not to overburden the library staff with difficult and lengthy requests. It is intended to mainly be an Information Hub role, directing both students and instructors toward the resources and contacts they will need.

- What should be done when the request goes beyond the scope of the Library? – At this point, the request should be handed off to someone else for further assistance.
- What should be done if the issue has to do with physical access or impairment? – Dee Nelsons would like these issues to be funneled through the Work Order Process so that they can be addressed. The Work Order Process is accessible to staff, faculty, and students.

### 3.)Mental Health Services

Diane Shepard and Tim Trussler put together a great video on Mental Health Services at Bates, hosted on the Bates Online Learning Center YouTube account, but it has not gotten much attention despite demand for more of this kind of material. How do we get more attention toward this kind of professional development tools?

- Karrie Zylstra will push the video during her presentation for Professional Development Day on March 18th.
- Chelsea Lindquist suggested chunking it into easily-digestible two minute segments to promote the whole video. It is much easier to get faculty to view a short video than it is a long one.

#### 4.) DEI

The DEI and the Accessibility committee have overlapping areas of concern. As such, it is in the interest of both committees to work together when needed.

- DEI will be added as a standing issue on the Accessibility Meeting agenda.
- Dee will bring up DEI issues and possible tasks the Accessibility Committee can assist with when they occur.
- The DEI is currently forming a strategic plan for July. Issues that the Accessibility Committee can help with may be brought up after.

#### 5.) Other

Professional Development Day for faculty and staff will occur March 18<sup>th</sup>.

- Instructions on how to enable Zoom captions will be sent out ahead of time.
- Accessible notes will be sent to presenters.

#### 6.) Other

- a. Next meeting will tentatively be April 1<sup>st</sup>, but may be rescheduled due to Spring Break.