

ACCESSIBILITY COMMITTEE MINUTES

Date: 3/5/2021

Time: 9:00am-10:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Josh Clearman, Colin Dory, Mary Neff, Alan De La Rosa (ASG representative), Chelsea Lindquist, DeAnne Hamilton, Rhonda Sample, Karrie Zylstra, Agnes Figueroa

1.) Accessibility Survey

The Accessibility Survey has resulted in a lot of faculty responses and a good amount of feedback. Almost every aspect of accessibility has seen improvements, with important issues having large gains. The number of respondents stating that they make their material more accessible in advance has doubled.

- a) *Suggestion:* Make use of work study students to help aid in making documents accessible.
 - Other colleges have done or considered to do similar, providing a possible blueprint for how to enact the process at Bates.
 - Jamie Huey could help set it up. Needed requirements would include:
 - i. A written job description
 - ii. Remote work documentation
 - iii. Canvas training for work study applicants
 - Agnes Figueroa will contact Bellevue to learn more about their program. Tim Trussler and Josh Clearman will look into co-writing the job description and remote work set-up. Tim and Colin Dory will work on the Canvas training.
- b) Though the survey reflects great improvement in terms of accessibility, Dr. Zhou wants to continue to focus on making improvements in Accessibility for the college.

2.) Evaluator Feedback

- a) There has been a lot of great feedback from the course evaluation process. Instructors stated that the process helped immensely with improving accessibility in their courses, and found it very helpful to have feedback and what areas needed improvement.

- During the evaluator training process for Spring, it was found that it would be more helpful to adjust the Accessibility Statement to read as below:
 - i. “I am committed to creating a course that is inclusive of all learners. If you anticipate or encounter difficulties based on the structure or design of the class, please schedule an appointment with me immediately to discuss your situation. I am happy to consider alternatives that do not compromise the intent of the learning activity and will allow your full participation in class. If you have, or think you might have, a disability that requires accommodations in this class, I encourage you to contact the Disability Support Services office at 253-680-7012 or dss@batestech.edu.”

3.) Training

Weekly training sessions, short 30-minute sessions over lunch, are in the process of being worked on for instructors.

- A comment feedback note is that instructors feel like they are given the right tools, but now don't know what to do with them. One of the goals of the training is to cover those tools thoroughly by focusing on one topic per training.
- Rhonda noted that handouts are very useful with these trainings, and would be a great thing to try to include.

4.) Member Feedback

a. Tim Trussler:

- Microsoft Immersive Reader will be provided for *free* in Canvas. This is a great resource that students should be encouraged to use in the future.

b. Agnes Figueroa:

- With the possibility of returning to campus in the future, there has been a lot of talk about using HyFlex—hybrid flexible teaching using a combination of in person teaching and video—teaching methods. However, with upcoming budget limits, it may be difficult to obtain the resources needed.
 - i. You can read more about the HyFlex model here: <https://www.insidehighered.com/blogs/learning-innovation/fall-scenario-13-hyflex-model>
- The copy/printers on campus had gone through a printing assessment to test for accessibility. The college may move to Canon copiers for accessibility reasons, but this is still an ongoing assessment.

c. Mary Neff:

- Netiquette: An infographic has been created, but there are some ongoing concerns about visibility when accessing the PDF from mobile phones. Improvements are still being made.
- A new catalog system is being made through Watermark. The catalog will be completely online and easier to access.

- d. **Alan De La Rosa:**
 - Panopto has some great accessibility features, such as dividing videos by topic, that would be very useful for students in the future. If more instructors could be encouraged to use these features, it would greatly benefit the students.
- e. **Rhonda Sample:**
 - Due to a lack of in-person instruction, there has not been as many requests for DSS services. Thanks to the hard work of the instructors, many online teaching components are already accessible.
- f. **Josh Clearman:**
 - There's concern that due to stigma or the feeling of being singled out that students may be reluctant to make use of the DSS department, even after being recommended to seek it out. A possible issue is with the name—students may feel the use of the word 'disabled' does not apply to them. It may be a good idea to propose changing the name to something more inclusive, such as 'Access Services' or 'Learning Support Services.'
- g. **Chelsea Lindquist:**
 - It's important to continue encouraging the use of SensusAccess for all documents uploaded to the website.
 - Tim and Chelsea will prepare an Accessibility Report to send out to the instructors.
- h. **DeAnne Hamilton:**
 - DeAnne will need assistance with captioning for some digital programs.
- i. **Karrie Zylstra:**
 - Though Covid has introduced many challenges, it also has really helped instructors have the opportunity to up their accessibility standards in their online courses.