

# ACCESSIBILITY COMMITTEE MINUTES

Date: 8/5/2022

Time: 9:00am-10:00am

Facilitator: Tim Trussler

## In Attendance

Tim Trussler, Colin Dory, Brian Umpstead, Dee Nelsons, Marcus Harvey, Michelle Reid, Chelsea Lindquist, DeAnne Hamilton, Wyatt Simmons (ASG representative)

### 1.) Potential New Members

Marcus will soon be transitioning out of his dean role to take on the DEI position full-time. In addition, we would still like some more faculty and PTE members to provide a wide range of perspectives. Suggestions are welcome, and we encourage any committee member to reach out to those who may be interested.

### 2.) Library Liaison

The library has looked into what needs the most work for accessibility. PDFs and Word skills are at a good level, but Powerpoint could be something to offer more resources and training on. Math tools and Sensus Access could also be something to promote to instructors and students.

- a. One issue is that training is needed, but it's difficult to figure out how to accomplish that training.

### 3.) Trainings

We would like to offer more training in the future. Tim would like to make them more flexible by offering both in-person and online options. Some ideas for trainings include:

- Accessibility 101
- Fillable forms
- More on forms in general (such as offering templates)
- Best Practices for formatting tables/headers
- Accessibility in Email

The current goal is to offer at least two trainings, Fillable Forms and Accessibility 101.

#### 4.) 2022-2023 Goals

One of the things the Accessibility Committee would like to do is to find ways to assist with DEI when possible. Marcus will need more time to figure out how the committee can help, but he will reach out when assistance is needed.

#### 5.) Mental Health

Though process has been slow due to members leaving, a toolkit is in the works, as well as some best practices.

- The ASG rep noted that moral can become low for struggling students. Would it be possible to start a support group? What else can be done to spread info on assistance for students?
- Brain noted that it would also be useful to offer training for instructors to help guide them on how to help students struggling with mental health.

#### 6.) Computer Literacy

Computer literacy is a huge issue for younger students, and online learners often fail due to access to technology or an inability to use that technology successfully. There are a few ideas on how to deal with this:

- Provide resources from outside sources, such as [Goodwill's free Microsoft Office training](#), and the Pierce Library System's free classes via LinkedIn.
- Build our own short course to cover the basics and make it a requirement before checking out material such as laptops.

#### 7.) Next Meeting

- a. November 4<sup>th</sup>, 2022, from 9am – 10am.