

ACCESSIBILITY COMMITTEE MINUTES

Date: 12/12/2022

Time: 10:00am-11:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, DeAnne Hamilton, Colin Dory, Wyatt Simmons (ASG Rep), Brian Umpstead, Renee Phoenix, Michelle Reid, Dee Nelons, Sarah O'Neal

1.) New Members

The committee has recruited George Jones, Kameil Borders, and Sarah O'Neal as new members.

2.) Library Update

The library is ready to go with advertising the Library Liaison role, but they want to be sure everything is settled.

- **Computer Literacy** – Beth Reichenbach has compiled a list of resources from the library to assist with computer literacy.
- **Lib Guides** – The draft is ready to be launched, but the library would like to loop in IT first to see if they want to be involved. There will be two versions, the student-facing side and the staff/faculty-side to provide appropriate resources for both.
 - Michelle would like suggestions on any resources others can provide:
 - It's a good idea to make it clear that the library needs lead time and cannot instantly respond to requests.
 - Making a *can and can't do* list (with instructions on who to ask instead) might be useful.
 - Lib Guides will be published on the library webpage and also linked in Canvas under the Bates Library Help link. Tim and Renee will work with faculty to promote it.

3.) State Training

The Washington Learning Lab is offering a training for 2-6 people from a college to attend, but given the time constraints and required commitment, the committee will likely pass on attending at this time.

4.) Accessibility 101

DeAnne has not discussed it with the cabinet yet, and will start the discussion. She would like feedback from the committee to share with the cabinet.

5.) DSS Coordinator Introduction

Sarah O'Neal wants to focus on making the DSS office more accessible and useable by students. The lack of understanding of disability has led to the low use of the offices' resources. Students are unsure of how to seek help and may not know what the DSS office can offer them.

- One thing she wants to focus on is getting faculty and staff to encourage students to come to the office for help. Documentation is not a barrier.
- Anything will help—pamphlets, NSO inclusion, classroom visits. Adding it to syllabi will get the word out as well.

6.) Computer Literacy

Computer Literacy will be discussed at the next Student Services meeting. The method of how to deliver it—via class, incorporated into Professional Development, including it in the New Student Orientation, offering sessions for faculty—are all possibilities to explore.

- The college is debating creating a College Success course. Renee advocates doing it via Canvas to reach students how to use Canvas

7.) Other

- a. <https://namedrop.io/> is a method to record and add the pronunciation of your name to your email signature. It could be a useful DEI tool for both students and faculty.
- b. The next meeting will be held January 13th, 2023. The time has now been switched to 10-11am to accommodate new members.