

ACCESSIBILITY COMMITTEE MINUTES

Date: 1/13/2023

Time: 10:00am-11:00am

Facilitator: Tim Trussler

In Attendance

Tim Trussler, Colin Dory, Kameil Borders, DeAnne Hamilton, Brian Umpstead, Michelle Reid, Sarah O'Neal, Wyatt Simmons (ASG Rep), Renee Phoenix, Chelsea Lindquist

1.) Budget

The Accessibility Committee does not have its own budget, but we can make budget requests. Do we have any ideas?

- DeAnne mentioned that having accessibility posters around each campus can be one easy way to spread awareness. They can be located in high-trafficked areas, such as hallways and cafeterias. The committee is invited to look for poster ideas, and we can also take these ideas to the Communication and Marketing department to design our own posters.
- Sarah asked if we can ask OCR (Office of Civil Rights) to give a talk or training for instructors and staff. We would have to research the cost, virtual/in-person, whether or not it should be mandatory, and make sure to include all staff, not just faculty.
 - Renee suggested there should be a plan after the presentation. How do we follow up with people who need support in these areas in a proactive rather than reactive fashion?
- The Library would like to have more of the following resources:
 - Smart Lockers to allow students to have more secure methods of accessing needed classroom materials and equipment.
 - Scanners, although the current scanners the library has are being underutilized. Tim suggests talking to George to better spread the word of how to use scanners to convert material to PDFs.

2.) Library Update

Lib Guides – The library has unfortunately not had the time to finalize the Lib Guides, with all the rush of the start of the quarter. Michelle is still finalizing parts of the page and is seeking committee feedback on the specifics.

- IT is listed as a secondary support for software assistance, and HR is listed as secondary support. Requests must come directly from the departments rather than directly from the library.
- For accessible links, we can link to either the SBTC classes, or our own resources. Tim would prefer to link to our own resources, such as the Accessibility Hub.

3.) DSS

- a. Sarah requested a clear tutorial for how to use Canvas for students. The OLC has a few resources, but the most useful one is the [Bates YouTube Channel](#).
- b. **Canvas Labs** - Renee has also started doing Canvas labs at South Campus and is looking to expand to student drop-ins in the future. What are some ways to expand this program? Add it to start of every quarter for a two week period? Have both staff and student tech workers involved?
 - Sarah will talk to Niraj about starting the process. Mike has offered the use of library resources to accommodate students. Wyatt can also discuss the idea with the ASG.

4.) Cabinet Discussion

DeAnne has raised the idea of running a survey to see how people would like to see Accessibility 101 training completed. It could be sent out from the deans to supervisors.

- Tim will form a workgroup with Kameil, Wyatt, DeAnne, Sarah, and Colin to work out the survey questions to present to the cabinet.

5.) Computer Literacy

The college is currently working on the best method to move forward with college success. Discussions are still ongoing.

6.) Next Meeting

- a. The next meeting will be held February 3rd, 2023.