

# ACCESSIBILITY COMMITTEE MINUTES

Date: 11/14/2022

Time: 9:00am-10:00am

Facilitator: Tim Trussler

## In Attendance

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

### 1.) New Members

- Dee suggested inviting Kameil Borders, the new HR director.
- We need to add a member from IT, a requirement for the committee. Tim will ask George Jones, the Interim Executive Director of IT, if he would be interested or would prefer to recommend anyone.
- DeAnne will reach out to Jannica for recommendations for more PTE members.
- We can possibly reach out to a large program such as Nursing for more faculty, as well as the Student Retention staff.
- Michelle suggests reaching out to the Faculty Professional Development committee.

### 2.) Library Update

- The State Board offers some great [accessibility classes](#), but they have prerequisites, which may be a barrier to participation. However, the resources they provide would be good to add to Bates training courses.
- Renee notes that we need to be clear on the kind of assistance the library can provide. Resources will be posted to clarify what issues should go to IT, how the DSS can assist with accessibility accommodation, etc.

### 3.) State Training

The State Board is releasing a 10-week training for Accessibility in 2023. It's 23 hours a week and has a competitive application process. People would need to be recruited.

- The committee is interested, but will wait for more information to decide.

## 4.) Training

Should we add more trainings? The basics are of accessibility still a necessity to cover.

- DeAnne notes that it's difficult to know when the trainings are happening for KBTC staff members. Tim will make sure supervisors will be emailed about future trainings to ensure all employees remain in the loop for future training.

### Accessibility 101

- A basic intro course on how to increase day-to-day accessibility by captioning videos, formatting work documents, etc.
- What's the best way to offer this training? Videos? An interactive Canvas class?
- Renee notes that versions of accessibility training courses are available in Canvas and can be used to pull content from.
- Where does this fit into College Professional Development? Could we customize training for particular departments? Need to reach out and offer trainings to groups.
- We will table other training ideas for the next year.

## 5.) Computer Literacy

We will revisit computer literacy the next meeting, but here are some

- Students feel overwhelmed by what they have to learn.
  - Wyatt will bring up the question of what students need help with the most at the next ASG meeting
- What skills do students need the most? The most noticeable have been:
  - Office 365 basic skills. Students struggle with naming documents, printing, password issues, etc.

## 6.) Good of the Order

- a. The next meeting on December 12<sup>th</sup> will be shifted to the 10-11am timeslot.