

Technology Accessibility Task Force

JANUARY 31, 2018

MINUTES

PRESENT

JP Sherry, Tom Danford, Kaitlyn Sherer, Nisha Beckhorn, Yolanda Garcia-Gomez, Gwyn Tracy, Albert Garcia, Kevin Flash, Julia Kehew, Dawn Pedersen, Gabe Ross, Katrina Harman, Scott Crow, Michael Poindexter, Melanie Dixon, Gary Aguilar, Leslie Reeves, Amy Brinkley, Sue Slager, and from CampusWorks, Lauren Oczypok, Nick Laudato, and Barbara Frey (*via Video Call*)

ABSENT

Mario Rodriguez, Evan Nguyen, Christina Ocrant, Marsha Reske, Greg Beyrer, and Monica Pactol

1. Approve December Meeting Minutes

The minutes from the meeting were sent out to the Technology Accessibility Task Force prior to the meeting and were also an attachment to the agenda. The minutes were approved by consensus as is.

2. CampusWorks' Interview Summary

In December CampusWorks interviewed twenty-four members of the Task Force. Common motifs across the interviews were the praise for DSPS and Design Coordinators, the accessibility software that is available for students (i.e., digital pens), and the work the Task Force has started. The points for improvement were the lack of training and support and the need to standardize our process so that it can be universal district-wide.

In addition to these interviews, CampusWorks has been and will continue to conduct additional interviews through February. These interviews will include employees from across the district that work as distance education coordinators, web and computer specialists, human resource staff, DSPS staff, librarians, and help desk staff. It was recommended that students and staff with disabilities, as well as more faculty members, be added to the list of prospective interviewees. JP reminded the group that the balance will be keeping our group as small as possible to be efficient, but as large needed to be successful.

3. CampusWorks' Timeframe and Plan

CampusWorks initial plan had consisted of collecting, analyzing, and remediating with the goal being to become more proactive rather than reactive, so that we can be known as an accessible institute.

While they are wrapping up their interviews, CampusWorks has started the analysis phase. They have looked at a total of 29,224 pages district-wide. They shared initial findings from a screen reader analysis of one subset of the District's webpages. Gabe reminded everyone that with the revamp of the website that is currently underway we will improve accessibility issues.

Next CampusWorks will be working with our Webmasters to look at the pages that get the most hits and will select a portion of these pages to do a more detailed report on. They will then select and analyze a range of online courses, the process for this will be discussed and a decision reached between JP, Gary, and Nick.

CampusWorks shared their draft timeframe with the Task Force. The time line can be summarized as follows: the interview and data collection phase will be completed by February, the analysis phase will be completed by April, a status report will be completed in April, an accessibility program will be finalized in May, a Remediation plan will be finished by May, and the communications plan will be completed in August.

4. Board Policy

At the December meeting we discussed creating a new Board Policy on accessibility, however, given where we are in the process it would be best to first set the stage and start the general discussions of what our policy will contain. JP presented the group with a policy outline. This included: what standard we would hold ourselves to regarding accessibility; who would be responsible for upholding, carrying out, and granting exceptions to our policy; who are our intended beneficiaries; how will we include and plan for the changing standards; what will we say about the accessibility of our legacy documents information currently and into the future; what will be our procedure for checking our process to ensure that we are on track; a statement about noncompliance and a link for reporting issues. The group thought that we should build a policy that carries the weight of our values and intent, but not something to measure our success and missteps. JP reiterated that we will have a policy that will be more general and a regulation that will be more specific and operating procedures that will be more detailed.

A discussion started about our plan to disseminate the information district-wide. There was concern about forcing a policy and accessibility procedure onto everyone before they were even aware of the need for one. This may make it harder for people to want to change and support our accessibility goal. JP reminded the Task Force that a part of their role here is to take

the information and make their peers and respective groups aware of the issue and what we are doing here at these meetings. However, JP, Scott, and Gabe will discuss how we can start communicating this across the district and will report back.

5. Future Meetings

The Task Force would like to set regular meetings through May; however, with the Task Force consisting of a diverse range of employees, a regular meeting that accommodates every schedule is difficult. JP suggested that Kaitlyn send out a Doodle poll to the Task Force, so that we may choose the best date and time going forward.

Before our next meeting we hope to (1) decide on the Canvas selection process; (2) provide talking points for communicating the work of the Task Force to the district; (3) have Gary select the faculty members that will join the Task Force; and (4) have everyone assist by suggesting the students and faculty with disabilities that could be an invaluable source for us to listen to and learn from.

At our next meeting we hope to discuss the creation of a Board Policy in greater detail now that JP has shared the general formula.