Technology Accessibility Task Force

APRIL 5, 2018

MINUTES

PRESENT

JP Sherry, Kaitlyn Sherer, Gabe Ross, Mario Rodriguez, Dawn Pedersen, Julia Kehew, Albert Garcia, Tammy Montgomery, Jena Trench, Marie Cooley, Gwyn Tracy, Leslie Reeves, Marsha Reske, Christina Ocrant, Monica Pactol, Yolanda Garcia-Gomez, Gary Aguilar, Amy Brinkley, Sue Slager, Angela Prelip, Tom Danford, and from CampusWorks, Nick Laudato (*via Video Call*)

ABSENT

Kevin Flash, Scott Crow, Greg Beyrer, Melanie Dixon, Kevin William, Michael Poindexter, Nisha Beckhorn, Tiffany Manosh, Chris Tromborg, and Katrina Harman

1. Introductions

JP welcomed everyone and the Task Force members introduced themselves and stated their role within the District.

2. Approve March Meeting Minutes

The minutes from the March meeting were sent out to the Technology Accessibility Task Force in advance of the April meeting. After an amendment, the minutes were approved.

3. Talking Points

Gabe thanked everyone for their input on the Talking Points at the last meeting. He reminded the Task Force that the Talking Points are meant to help spread the word on the purpose and goals of the Task Force. He took the feedback and edited the document accordingly. However, this document is not static; it will continuously be updated and changed. The Task Force should provide the feedback they receive from students, staff, and faculty on this topic. This document was posted on the Task Force's Google Drive, so that members could suggest additional information or edit existing information. There will be a date on the bottom, so whenever edits are made the date will be updated accordingly.

4. CRC and FLC Form Update

At the March Accessibility meeting there were reported issues on the CRC's and FLC's accessibility forms. The accessibility form issues were remediated, but there are also broader issues that will be addressed during the website redesign and in long term remediation plans.

5. Draft Accessibility Policy

JP thanked everyone for their contribution on the policy. To ensure consistency across District Policies, JP reformatted and edited the draft accessibility policy. He split the suggestions from the Task Force between two policies, one covering the business end and one covering instructional matters. Over the next month the goal will be to whittle down these policies to distinguish between what will remain in the policy and what will be placed and expanded upon in the regulation.

The Task Force discussed how a balance will be reached between ensuring accessibility and academic freedom. JP reminded the group that accessibility is not only required by law, but is also a moral imperative. Therefore, our institutional goal will be that course materials shall be accessible. However, we will use the appeal process to resolve issues through the DSPS Office, similar to how ADA accommodation requests are reviewed.

Edits to the policies and suggestions for the regulations can be made prior to May 1st on the Task Force's Google Drive. At the next meeting we will hopefully finalize the policy. Once finalized, the policies and regulations will be vetted through the standard vetting procedures.

6. Canvas Review

Following the Task Force's March meeting, we hoped to negotiate a memorandum of understanding between the District and LRCFT to initiate a review process wherein Campusworks could select 80 courses in Canvas, analyze them and provide a report to the Task Force on issues (without attribution to any course, instructor or college) to help the Task Force develop a plan for remediation. In light of concerns from the faculty, JP proposed providing Campusworks with a cloned version of the Spring 2018 semester of Canvas that was made available to students. Over the summer, Campusworks will analyze eighty courses they choose and will then report their anonymized findings back to the Task Force when we reconvene in late August. The Task Force agreed to this proposal.

7. CampusWorks' Update

Campusworks has completed all of their interviews. If any new students or faculty with hearing, vison, contrast, or sensory impairments would like to assist the Task Force, their names will be forwarded to Nick, JP, or Kaitlyn.

Additionally, Campusworks has started the manual analysis of the webpages they evaluated and have completed about twenty percent of the manual checks. They chose the pages that were most critical and highly visited. To perform these manual tests Campusworks is using screen readers, keyboard only test, contrast tests, and other various methods. The three biggest reoccurring issues have been: (1) that images either do not have or have non-working ALT text descriptions; (2) contrast issues; or (3) that headings, such as PDF and Word document

headings, are not being used properly. These issues were just the top three, and Nick will provide additional findings and solutions to the Task Force at the next meeting.

8. Next Meeting

Before the next meeting in August, Tom and Nick discuss the specifics of setting up the clone of Canvas. Also, Nick will gather each College's "how to create an accessible document" and he will harmonize them with the version he has created. This will then be sent to the Task Force for use and dissemination.

Before May 1st, the Task Force will provide edits to the accessibility policy and will start to compile a document on what will be included in the accessibility regulation (i.e., how will we evaluate an undue burden? What will our process for verifying and testing that products meet our accessibility standards prior to procurement be?).