

Technology Accessibility Task Force

OCTOBER 4 2018

MINUTES

PRESENT

JP Sherry, Kaitlyn Sherer, Mario Rodriguez, Gabe Ross, Katrina Harman, Matt Wright, Kadence Knudson, Dawn Pedersen, Tammy Montgomery, Marsha Reske, Yolanda Garcia-Gomez, Nisha Beckhorn, Toni Newman, Gary Aguilar, Amy Brinkley, and Nick Laudato, Greg Beyrer, and Jena Trench *via Video Call*.

ABSENT

Kevin William, Melanie Dixon, Marie Cooley, Gwyn Tracy, Tom Danford, Leslie Reeves and Kaitlyn MacGregor.

1. Approve August Meeting Minutes

The minutes from the August meeting were sent out to the Technology Accessibility Task Force in advance of the October meeting. The minutes were approved by consensus.

2. Accessibility Analysis Report

This Accessibility Analysis Report solidifies the content of the last two or three ATF meetings. As CampusWorks has previously relayed, they conducted interviews, collected data, reviewed the webpages using automated and manual tools. As a result, they formed the sixteen recommendations contained in the report. JP highlighted page nineteen as a great description of how we should prioritize these recommendations; the website is heavily laden with PDFs and images, so these should be where our remediation efforts begin. He also reiterated that CampusWorks' discoveries are merely a statement of where we are and do not reflect the work the colleges have already undertaken on this subject.

3. Finalize Accessibility Statement

JP summarized the changes to the ICT Accessibility Statement since the last draft and suggested three additional changes. After some discussion, those changes were approved. There was some concern expressed about DSPS being the key contact for all accessibility issues, since there are sure to be reported issues outside of DSPS' purview. JP stated that DSPS would only act as the conduit where issues are outside of their scope. The Task Force approved the ICT Accessibility Statement.

JP asked whether the Task Force should make a recommendation to require the Accessibility Statement be including in all faculties' syllabi? While the Task Force supported the inclusion of an accessibility statement in every syllabus, they recommended requiring an accessibility statement that faculty could individualize. The Task Force agreed to recommend to the Academic Senate that an accessibility statement be included in each syllabus and that the ICT Accessibility Statement be provided as a sample.

4. Finalize Policies and Regulations

JP summarized the changes from the last meeting. He asked the Task Force what length of time to designate from the adoption of the policies until all new/redeveloped Information and Communication Technologies (ICT) must be accessible. The Task Force proposed 24 months. The Task Force was pleased that their concerns and suggestions were reflected in the updated policies and regulations. A few non-substantive changes were suggested. After these modifications, the Task Force recommends sending the policies and regulations through the vetting process at the end of this year or beginning of next year.

5. Accessibility Program

The Accessibility Program is a combination of the ICT Accessibility Statement, the proposed accessibility policies and regulations created by the Task Force, and recommendations from CampusWorks. The guidelines are split into two categories, organizational/processes and content. The Task Force went through the guidelines and made the following revisions: under the Responsibilities section, the language will match the policies and regulations and the student section will be removed; language regarding course syllabi will be removed from the Communications section; "3C Media" will replace "YouTube" under Alternative Forms of Content; and Ally will be added as an application under Accessibility Checkers.

JP reminded the Task Force that, as of right now, no new funding has been identified to implement these guidelines. The District/Colleges will need to reallocate existing funds to implement this program. The Task Force, however, will recommend that additional resources be allocated to this purpose.

If the Task Force has any suggestions on the Accessibility Program, they can make them on the Google Drive document. We will discuss and hope to finalize the Accessibility Program at the November meeting.

6. Ally

JP invited the members of the Task Force to share their thoughts on Blackboard's Ally verses other accessibility focused products (e.g., Canvas' built-in checkers). Ally's biggest allure is its ability to generate alternate formats of uploaded content. We will work with Ally to request

that some focus be put on the accessibility of native data. JP conveyed the request from the Vice Chancellor of Education and Technology that the Task Force make a recommends to use Ally district-wide. The Task Force affirmatively recommended Ally.

7. Next Meeting

Before the meeting in November, we will circulate a draft of the remediation plan. Members of the Task Force may make suggestions to the Accessibility Program on the Google Drive. At the next meeting, we will finalize the Accessibility Program. CampusWorks will share their analysis of the accessibility of the student-facing PeopleSoft.