TMCC
Truckee Meadows Community College
Americans with Disabilities Act Committee

ADA COMMITTEE MEETING NOTES

April 30, 2021

Members Present: Thomas Kearns, Thomas Cardoza, Brandy Scarnati, Joan Steinman, Tony Futia, Jane Zhang, Kara Potter, Jennifer Hock and Pat Jarvis

Review of FY20-21 Goals

- Thomas Kearns informed the group that the PowerPoint presentation used today will be the same one used for the Planning Council meeting – if you have any recommended changes please advise. The group reviewed the five goals of this year.

- ADA Charter: Joan Steinman shared a copy of the updated ADA Charter document with the group that included the feedback received from the group. Thomas advised that instead of reporting to the President's Council the ADA Committee would be a sub-committee of the Diversity Committee reporting to the President through the Planning Council. Thomas asked the group is they wanted to add an attendance process into the document. The group agreed that they function well without an additional layer of rules. If it becomes an issue, then the group will revisit the topic. If there isn't a quorum attending a meeting an email vote may be used. Jennifer Hock requested that a Web Services member be added to the membership and Kara Potter requested that Kara Potter be added as a member. Jennifer Hock made a motion to adopt the ADA Charter with the above listed changes included. Tony Futia second the motion. None opposed.

- Improve Accessibility Purchasing Program: Thomas Kearns explained that upon review of the software requests submitted, approximately 30% of all software requests submitted to ITO checked the box that a VPAT was available when it was not. They identified the cause of the incorrect submissions as not understanding what a VPAT was. In response, the following two actions were taken: (1) IT encouraged VPAT verification in their communications which included an explanation why a VPAT was needed and (2) Canvas training module on the Accessibility Purchasing Program was adopted and available to faculty/staff. IT also added the following statement to the announcement for the academic instructional lab software installation request: "It is important to verify whether the requested software has a VPAT. Our institution is committed to provide equal opportunities, accessibility and reasonable accommodations. Not having a VPAT does not exclude a software from being used in class. Consequently, please do not select the checkbox if you cannot find a VPAT on the vendor's website. Rather, comment on the missing VPAT on the Software Request Form so the DRC office in conjunction with the department has enough time for research of an alternative teaching method should the need arise." More advertisement is needed.

- Emergency Evacuation Database: Thomas Kearns explained that the Emergency Evacuation Database is designed to pre-inform instructors that they have a student in their class who will need assistance in emergency evacuation situations. This also creates a tool for first responders to locate such students and ensure that they have been evacuated. Tony Futia and Ben Davis will have access to the information to share with first responders. The second stage of accomplishing this goal will include TMCC employees that need assistance in emergency evacuation and creating a database to store the information. The Information Technology Office slated the Emergency Evacuation Database project to start being built sometime late in the 2021 Fall Semester. The group reflected that the delay will allow for extra time to develop a good end product. Completion of this item will be a goal for FY21-22.

- Canvas Accessibility Training Center: Thomas reported that this goal was to create Canvas accessibility training in minutes to allow all TMCC faculty and staff access to complete short training modules. Modules would be designed to teach each topic in ten minutes. The group discussed tracking of module access. Brandie Scarnati explained that IT would have to add all employees to the course as a user. This would have to be updated each semester. This training would need a developed marketing plan, participation encouraged and a tracking method would need to be developed. The group agreed that this will be added as another goal for FY21-22. Joan Steinman suggested that a quiz be added that could be printed as proof of completion. Jennifer Hock recommended adding a goal to use as a

benchmark. The group created an ad hoc committee to work on this Canvas project. The members are: Thomas Kearns, Pat Jarvis, Jennifer Hock and Jimmy Roque. The group agreed that this should also be added to the list of FY21-22 goals. Thomas added that he would like to see accessibility training become part of the mandatory training and be added to the evaluation process.

- TMCC ADA Services and Reference Page: Thomas Kearns reported that he is working with Web Services to finish this ongoing project. The goal is to have it completed and in place by the end of Summer. They have created a good structure for the page. Thomas will forward the final draft to the committee members for their review once completed. Brandie Scarnati suggested adding captioning practices for videos.

Identify Possible FY21-22 Goals

- Improve Accessibility Purchasing Program
- Complete Emergency Evacuation Database Project
- Develop and Implement Marketing Plan for Accessibility Trainings
- Accessible Book Selection
    - Thomas Kearns will send out the list of goals to the group so they may prioritize.

Next Meeting: Set for last two weeks of September. Thomas will send out dates.

Meeting ended at 9:50 a.m.