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# ADA COMMITTEE MEETING NOTES

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November 19, 2021

**Members Present:** Thomas Kearns, Jennifer Hock, Bill Garand, Kara Potter, Bill Garand, Thomas Cardoza

## Possible Elections (Discussion)

- Everybody in attendance agreed that there was no need to elect a new ADA Committee Chair during the 2021-22 school year.

## Implementation Plan of ADA Yearly Goals (Discussion)

- The discussion started on how the ADA Committee would meet this year's obligations and goals. Jennifer Hock pointed out with everybody's busy schedules that working sub-groups would have to be created. These sub-groups then would meet in-between times of the ADA committee meetings. Everybody agreed and stated it would be an excellent way to include individuals from outside the committee, adding additional expertise to accomplish the goal. We continued our focus on this year's five goals with that agreement.

- **Goal 1 Complete Emergency Evacuation Database Project**

As discussed by the committee, the plan for goal one is a two-phase approach. The first phase of the project is to improve the procedure process of the student emergency evacuation plan. The second phase will involve building a database and processes that include TMCC faculty and staff who need assistance in an emergency evacuation. Bill Garand stated that this had been a matter of discussion by the IT Department. He said that several of the IT Database team had expressed an interest, and by all dialogue, it should be a project undertaken in January or February of 2022.

- **Goal 2 TMCC to build access doors from the Testing Room into RDMT 122, turning the cubicles at the end of the 122 office space into quiet, distraction-free testing rooms for students with disabilities**

The discussion centered on how to propose the project to the proper departments and committees. We all agreed we needed expertise above our knowledge, and thus we will reach out to our supervisors for advice. Thomas Cardoza asked about the cost, and Helen Scott reported back that the estimated cost for constructing the Testing Quiet Rooms was just over \$40,000.00. The equipment such as tables, computers, and adaptive software will cost \$4,648.00.

- **Goal 3 Accessible Book Selection**

The committee discussions centered on the lack of knowledge many at TMCC have about book accessibility. The conversation moved to ways the ADA Committee could help bring about understanding and education opportunities to present TMCC faculty and staff. Kara Potter mentioned we could use the awareness day opportunity on March 1, 2022, offered through the Equity Committee Event. Thomas Cardoza suggested that we present at the professional development days in the Spring and Fall on the importance of Accessible Books. Bill Garand brought up an important point: because there is software tied to so many textbooks these days, we should also link the book software to the Software VPAT reporting system. We finished discussing this goal, agreeing that the sub-committee handling this topic will need to consider all these ideas.

- **Goal 4 Improve Accessibility Purchasing Program**

The committee agreed that this goal relies on training and publicizing it to the TMCC community. Because this falls in line with everything Goal 5 is to accomplish, Goal 4 will be tied to Goal 5.

- **Goal 5 Develop and Implement Marketing Plan for Accessibility Training**

Jennifer Hock gave us a brief update saying more information was coming. She stated that when she got word from the Institutional Research Office, she would send out an email letting the ADA Committee members know the progress made with the survey.

## **Old Business (Discussion)**

- Progress on the ADA Committee Charter that was going to be a discussion led by Yevonne Allen has been tabled until the next meeting in February.

## **New Business (Discussion)**

- The next meeting days to be decided between are February 18 and 25

## **Conclusion**

- Meeting ended at 11:24 a.m.