
ADA COMMITTEE MEETING NOTES

March 5, 2021

Members Present: Thomas Kearns, Joan Steinman, Bill Garand, Thomas Cardoza, Steve Bale, Brandie Scarnati, Pat Jarvis, Jennifer Hock, Jimmy Roque, Tony Futia and Jacob Estes

Discussion on Progress of Five Goals for 20-21 Year

- **ADA Charter:** Thomas Kearns reported that Joan, Tony, Bill and Thomas created the new draft of the charter document. They will present it to the group at the next meeting. Once the document is finalized and approved by the committee, it will be posted on the committee webpage.
- **Emergency Evacuation Database:** Thomas advised that he has been in contact with Bill Garand as this project moved forward. Bill reported that Programming Services is excited about this project and already started the database design. Unfortunately, this emergency evacuation database project has been put on hold as other projects were moved up in priority for completion at this time. IT also had one position frozen, which is slowing the department's project completion capabilities. The group discussed ideas to continue to move the project forward. Thomas and Bill will work together to draft an email request to Elena Bubnova and Thomas Dobbert to lobby for getting this project completed later this year. Joan Steinman suggested that the committee submit a recommendation to the Planning Council that this project continue to move forward to completion, as it addresses ADA issues and student/employee safety. The group agreed that this official option should also be pursued. It may also be helpful to loop in the emergency management people. Steve Bale and Tom Cardoza both suggested looking into what the committee could work on while IT was unable to complete the programming pieces of the project. Bill agreed to review the project to determine if the group could begin to work with Web Services to build the outward facing website forms portion of the project. These forms will collect the data that will feed the database.
- **TMCC ADA Services and Reference Page:** Thomas reviewed the initial four page draft of the collection of the resource page content with the committee members. He explained that the goal is to add the collection of information to the end of DRCs current webpages. Jennifer Hock commented that this list was a good start and suggested the next step work to organize the information into an easily navigated format considering the audience and users of the information. It may be helpful to phrase as questions that lead people to the content available to offer the answer. Jimmy Roque agreed to help Thomas Kearns to work on further organizing the items. Thomas will share the draft with the group.
- **Canvas Training Center:** Thomas Kearns reviewed the Canvas accessibility dashboard with the committee. He explained that the modules were broken down into ten minute quick learning sessions for faculty and staff to use for reference to create accessible content. These modules would be open to everyone at TMCC who has access to Canvas. Thomas will share the modules with the committee once completed so volunteers may test the lessons. Brandy Scarnati also inquired as to the difference between this training center and the Web College four week online course offered to faculty with a stipend. Thomas explained that the four week Web College course is geared toward teaching faculty covering topics that affect the classroom and learning materials. The Canvas modules would be geared toward administrative faculty/staff and the daily tasks they complete that should also be accessible. Brandy emphasized that the 4 week online course is tracked for assessment whereas the Canvas modules would not have that data collection capability. The members discussed additional ideas such as submitting a recommendation to the Planning Council that administrative staff, classified council and Student Services and Diversity personnel be encouraged to complete the modules. The accessibility training tool could begin as a "how to" resource and then move toward an intensive training class. Steve Bale suggested that it be required as part of the tenure process to ensure that full-time tenured faculty are versed in accessibility. Tom Cardoza agreed that it should be recommended

to Planning Council with the goal to work toward a formal policy. An additional idea posed was to also teach students about accessibility so they are introduced to the issue, working toward a bigger scope of inclusion in the curriculum.

- **Improve Accessibility Purchasing Program:** Thomas reported that the suggestion of an NSHE requirement of a VPAT or accessibility report for software purchases is not moving forward. The VPAT/ accessibility report will remain a recommended process at this time. Thomas advised that he completed a review of the software requests and determined that approximately 30% of those software requests that indicated that they completed the accessibility check did not have a VPAT for that purchase, even though the box was checked on the form. Jennifer suggested bringing this issue to the Planning Council. Thomas advised that he will include this information in the ADA Committee annual report and outline the current challenges. Policies exist and there is current data to identify the gaps.

Last Meeting Date for 20-21 Year

- Thomas will send out an email to query the members for an acceptable date for the final ADA meeting of the semester. He plans to select a group of dates prior to the Planning Council meeting.

Meeting ended at 11:24 a.m.