



Truckee Meadows Community College

Americans with Disabilities Act Committee

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# ADA COMMITTEE MEETING NOTES

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December 2, 2023

**Members Present:** Tony Futia, Thomas Cordoza, Kat Dow, Bill Garand, Ryan Schoenfeld, Lucile Purnell, Steven Bale, Dallin Crane, Thomas Kearns

**Guests:** Raymond Joakimson, Clarissa Luna

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## Discuss the ADA Committee's progress on this Year's 22-23 Goals

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### **Goal 1: Help encourage timeliness of turning in the Academic Department's Semester Book Adoptions to meet TMCC deadline dates to the Bookstore (Discussion)**

Thomas Kearns reported that he has been working with the bookstore manager Sherry Davis on this goal as the DRC Alternate Text Coordinator. In turn, Sherry has been working with VPAA Dr. Jeffrey Alexander. Combined, they have sent out information memos and mentioned the problem at related committee meetings they have attended. Thomas reported that, as a result, the book adoption rate had climbed to over 94% TMCC-wide.

### **Goal 2: Create and complete an Emergency Evacuation Plan for employees with disabilities (Discussion)**

Bill Garand reported that they had hired two new employees and a full-time programmer. He said they would be slated to work on this goal at the end of January. Bill said this project, Emergency Evacuation Plan for employees, is an excellent first project for them to start. He finished by saying that he would report back about their progress at our next meeting.

### **Goal 3: Improve TMCC Accessible Purchasing Process (Discussion)**

Thomas reported about the sub-committee meeting with Yevonne Allen. Yevonne said before the sub-committee meeting, she met with Dr. Alexander. As a result of their meeting, they propose that the Pre-Purchase Accessibility Checker form and the Software Request form be combined. The reasoning behind this was before even the form could be filled out, the requesting party would have to research whether the software was accessible or not. Then the requesting party could fill out the answer to the mandatory question, "have you checked for this product's accessibility? Ray Joakimson, IT Program and Software Manager, agreed. He said that the forms combined would create a sense of accountability from all involved and those giving its approval for installation. Anthony Futia suggested creating training that would help teach the software request process. Other committee members also pointed out that we should create professional development trainings to teach these steps and processes live and posted in Canvas. By consensus, the committee agreed with the combination of forms and the creation of a training process.

### **Goal 4: Advertise ADA Committee Activities and encourage TMCC-wide ADA Accessibility Training (Discussion)**

Thomas Kearns reported on this goal. He said to help build awareness about the ADA Committee and disseminate accessibility training to the TMCC community, he reached out to Tommie Guy and the Professional Development Department (PDD). He asked the department if we could start a video training series based on creating accessible content that would be sent out every two weeks to All Mailboxes. The PDD agreed and arranged to begin with a mass email to all faculty, staff, and administrators on Nov. 14. The name chosen for the project was "Accessibility in 7 minutes or less, FOR INCLUSIVITY'S SAKE!" Thomas K. added that 3 video email trainings had been sent out so far, and according to the President's Planning Council, they have been well received. Thomas Cordoza suggested training should also occur in person, such as at bimonthly department meetings. He pointed out that some will respond to email training, and some will not and respond by moving the trainings into their mailbox trash. A possible way we could forward the idea of 7-minute

training in-person, Thomas C. said, was to present the concept at the upcoming All Department Chair meeting. He said he could make arrangements to introduce Thomas K. to the group where he could pitch the idea. Thomas K agreed and made arrangements to be present at the meeting. By affirmation, the committee approved the progress and planned changes.

### **Goal: Help implement an accessibility checker for Canvas Courses (Discussion)**

Steve Bale reported he met with VPAA Dr. Alexander to ask his opinion about the WebCollege department's request for an accessibility checking software for Canvas Courses. Dr. Alexander said the department had briefed him. He asked several questions, but in the end, he agreed with the need and approved that WebCollege should move forward with the project. Kat Dow reported that at another WebCollege meeting, the subject of the accessibility checker came up, and at that time, Dr. Alexander also gave his approval. The product was chosen, and a RAP request was submitted by Sarah Krutz for the program [UDOIT Cloud Accessibility Tool by Cidi Labs](#). We are still awaiting the RAP Committee's answer to the request.

### **New Business**

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The committee thanked Bill Garand for keeping the IT department's attention focused on the Goals of the TMCC Accessible Purchasing Process and Emergency Evacuation Plan for Employees with Disabilities Database. Because of his efforts, the committee said these goals had been kept in the department's upcoming projects.

### **Old Business**

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No Old Business

**Next Meeting Date:** The committee decided to have the next meeting on Feb. 10.

**Adjourn:** 11:30 a.m.