

ADA COMMITTEE MEETING NOTES

February 9, 2018

Members Present: Thomas Kearns, Joan Steinman, Anthony Matulonis, Thomas Cardoza, Steve Bale, Brandy Scarnati, Kathryn Warner, Hirokazu Kishinami and Kaylene Brady

Guests: None

Accessibility Plan/Timeline

Thomas Kearns presented the draft plan/timeline to the group for their review and input of the five-year plan. The committee discussed the eight main goals listed and agreed to utilize Google documents to share the document for the purpose of submitting member feedback, suggestions and revisions.

Thomas Kearns explained that TMCC Policy 3522 covers accessibility content. He added that there is a classroom accessible checklist available for faculty to utilize. The members discussed the need to establish guidelines for accessible classrooms and the possibility of adding that information to Canvas.

Steve Bale asked if there is a review process for accommodation requests. Joan Steinman explained that the DRC provides that service via a specialist who works with the faculty member to establish an accessibility plan. The specialist would also be able to determine if it is not possible to provide safe accommodations for the student and deny the request. There is an appeal process available to the student if they disagree with the determination of the DRC. Steve Bale observed that there may be a need to better communicate the process so faculty understand the letter of accommodation when they receive one from a student. Joan Steinman advised that the accommodation information was disseminated to the TMCC community via many presentations and is also housed on the DRC webpages. She agreed that the DRC would continue to advertise the available services to the campus community. Steve Bale offered that the group considers pursuing the creation of a requirement that new tenure-track faculty members must meet with a DRC staff person and/or view a mandatory video with the basic accommodation information. The one-on-one meeting may assist in a greater understanding of the requirements and the accommodation process.

Thomas Kearns started a list of goals that may assist in changing the culture to be more accessibility aware. Please send additional goal suggestions to Thomas via email.

- Involve the DRC in the initial on-boarding process for new faculty
- Communicate to faculty that providing accommodations are part of their obligations to students
- Share examples of incidents where other academic institutions were held accountable for ADA issues
- Provide training to faculty regarding the obligations under the ADA
- Add accessibility issues as a standard agenda item for applicable current committees to ensure the topic is reviewed on a regular basis
- Invite a member of the Library staff to join the ADA committee

The committee discussed that there are purchasing policies already in place that may need review to ensure that they include accessibility considerations. There is also a pre-purchase checklist document to assist with purchases. This document should be in the forefront so people see and know about it. Brandy Scarnati suggested that we invite a classified/administrative representative to join the committee since they do much of the purchasing. Steve Bale suggested incorporating the information into the purchase card training. Anthony Matulonis offered to provide the current list of

furnishings that Facilities already purchases so the group may determine if there is a need for an update. The committee accepted.

Brandy Scarnati explained that the Canvas video process automatically checks videos for accessibility. She already incorporates that topic into the Canvas training. WebCollege is very short staffed and does not have the funding to do our own monitoring, but would like to be able to provide this in the future if a position is funded. The members discussed the possibility of an annual plan suggestion to faculty members where they work to successfully put through their class information through an accessibility check.

Anthony Matulonis reminded the committee that there are mechanisms in place to make ADA repairs via the work request process. TMCC staff may also email Facilities directly to report an issue.

Review Accessibility Letter to Faculty

A draft of the accessibility letter was distributed to the group for review. Joan Steinman explained that the goal is to disseminate this letter to the campus community to advise them of the new policies. She recommended that the letter be distributed from the ADA Committee. The committee approved the dissemination of the letter. In addition, Steve Bale offered to teach an ADA professional development session.

Proposed Reporting Structure

Joan Steinman explained that the committee needs a mechanism to move the information forward. She offered an option to the committee for their reporting structure as follows:

ADA Committee proposal → Academic and Student Services Sub-Committee → Planning Council

Steve Bale expressed opposition to the structure. He explained that committee should be able to send proposals and recommendations directly to the President. The group agreed that the committee prefers a structure that reports directly the President. The above listed reporting structure proposal is their second choice if the first is denied.

Recommendation of Vote to Add Thomas Kearns as Co-Chair

Joan Steinman recommended that Thomas Kearns serve as ADA Committee co-chair. Brandy Scarnati second the nomination. The group agreed to Thomas Kearns serving as co-chair of this committee.

Meeting ended at 4 p.m.