
ADA COMMITTEE MEETING NOTES

September 28, 2018

Members Present: Jay Jorgenson, Thomas Kearns, Beverly Bavaro, Jennifer Hock, Thomas Cardoza, Steve Bale, Brandie Scarnati, Rachel Holderread for Randall Hudson, Bill Garand, Tina May and Pat Jarvis

International Association of Accessibility Professionals (IAAP) Webinars

Thomas Kearns explained that there is a total of nine webinars in this Webinar Series through 2019. The next one is coming up soon on October 10. They cover many different topics such as doing an internal accessibility audit, policies, and issues specific to integrating ADA regulations to your institution. Thomas sent out invitations to the committee members. The IAAP wants us to register as a TMCC group, which will save money for the membership and allow the group access to experts to ask questions of those professionals. The committee members agreed to register as a TMCC group.

ADA Committee Report

Thomas Kearns explained that since there was not consensus of the content of the report, they prepared a recap of the accessibility accomplishments to date. If you are aware of additional tasks that were completed, please send them to Thomas or Jay so they may be added to the list.

Jay Jorgenson reviewed the ADA Committee Report (see attached). The following items were highlighted:

- **TMCC Policy 3522:** It took over 10 years to finalize this policy. Adopted in 2013.
- **Testing Services:** DRC testing was moved to testing services. Testing time for DRC students was extended as a result of the move.
- **Accessibility Issues and Concerns:** This online form is available to encourage people who discover an accessibility issue to communicate their concern in a proactive way.
- **Course Accessibility Checklist:** This is the result of a nationwide effort to incorporate this step into the accessibility process. This checklist helps plan for accessibility challenges in advance. Per Thomas Kearns the form is not currently heavily used, but the DRC continues to encourage its use.
- **Pre-Purchase Accessibility Checker:** This process is intended to be part of the accessibility plan during the course development process. Staff who purchase books were trained to use. The checker replaces a vetting committee to vet every purchase of technology, textbooks etc. It is designed to gather the accessibility information needed prior to the purchasing process. The information is sent to Thomas Kearns who reviews the material, contacts the department or entity to learn the level of accessibility of that publication and identify needed stop-gap measures.
 - Thomas Kearns will send out the inaccessible textbooks summary to each of the departments. He has not had the opportunity to review the software purchases and vet in the same way and complete a list related to that content.
 - Thomas Cardoza inquired if the committee may ask for a position that coordinates the accessibility purchases. Yes, the committee could make that recommendation. Currently the HR directors also serves as the Title IX and ADA coordinator for TMCC. This would create a position that will help TMCC get ahead and

plan for accessibility compliance achievement. Note: The new RAP request process is open and closes October 15. Consider applying for future RAP funds when the process is open.

- Bill Garand asked if there is a flag or check box on the software request form to ask if the accessibility checker was used. Raymond Joakimson is the Information Technology contact for the software request form. Beverly Bevaro suggested that we add a link to the Pre-Purchase Accessibility Checker on the software requests form.
- Steve Bale asked if the information about the accessibility checker is being promoted. Thomas Kearns and Jay Jorgenson confirmed that they are notifying the community of the form. Thomas Cardoza suggested that they consider attending the department meetings to deliver the message and explain via a brief presentation. Cardoza and Kearns will discuss details.
- **DRC 101 Course:** This is available to all faculty via Canvas and serves as a tutorial on ADA issues and how to correct the accessibility challenges encountered.
- **UDOIT Course Accessibility Checker:** This is a tool that allows Canvas content to complete an accessibility check on the content. It tells the creator how to correct the accessibility problem with the Canvas content. Thomas Cardoza added that Brandie Scarnati wanted the course to be mandatory. Currently, it is up to the individual instructor to complete the check on their courses.
- **Canvas UDOIT Course Checker Class:** They conducted three successful five-week online classes so far. They received many positive comments from employees who completed the course. Accessibility course checking by all faculty would allow TMCC to move toward universally designed courses.
- **Professional Development Sessions:** These were not very well attended. Kearns and Jorgenson tried a lot of different approaches and asked for suggestions on how to improve the attendance. Thomas Cardoza added that when Thomas Kearns attends other functions, discussing the ADA angle in those gatherings helps to direct the conversation to spotlight the issue of accessibility.
- **Math Accessibility:** This is a national problem. At TMCC there are math professors trying to create a program to help blind students complete these courses successfully. It is a very slow trial and error process. They hope to have an established process by the end of the semester.
- **AIM DRC Database:** This is a new database that will go online Spring 2019. Bill Garand is working with Scott Weissman on this project. IT is sending information daily to the AIM vendor to put on the client to it is populated. The AIM will be a single logon and is currently live. Beverly Bevaro added that they should consider how the front end of the program is going to work e.g. access the program and coordinate with Cal Anderson very early so Web Services is able to plan time for the project.
- **ADA Required Technology:** Thomas Kearns has been working many years to get ADA required technology installed on all the TMCC academic computers. With the help of IT staff, the software is now installed in all academic computing environments.
- **Next Steps:**
 1. The ADA committee has transitioned to a sub-committee reporting to the Diversity Committee. The Diversity Committee reports directly to the Planning Council. This move will assist the group with incorporating people with learning differences into the diversity realm. BOR regulation states that TMCC should have a timeline.
 2. Recommend mandatory accessibility training for all TMCC personnel.
 3. Recommend the creation of a position to oversee all aspects of accessibility for the college.

Suggestions

- **Thomas Cardoza:** Consider dividing the report into categories: Physical improvements, policy changes, classes and workshops and future plans.
- **Steve Bale:** Define failure as when someone quits trying.
- **Tina May:** Math 95 (with A or B grade) is a new pathway for liberal arts students to move into math 120.
- **Steve Bale:** Consider inviting Dr. Hilgersom to one of our meetings. SGA Senator Rachel Holderread added that one of her goals this year is to work on ADA accessibility issues. She communicated that goal to President Hilgersom and she is supportive of Holderread's goal. Another Senator project is to make a better pathway to the Dandini Gardens in a collaboration to increase accessibility. This effort sends a positive message that SGA is working with the college to create pathways for everyone to access all campus facilities and the campus as a whole. Steve Bale suggested looking at California regulations to use as guidelines for our process.

Meeting ended at 11:02 a.m.