

ADA COMMITTEE MEETING NOTES

March 27, 2019

Members Present: Jay Jorgenson, Thomas Kearns, Bill Garand, Tina May, Thomas Cardoza, Brandie Scarnati and Jennifer Hock

Old Business

ACCESSIBILITY ISSUE UPDATES

- **Glass Walls in Library:** Thomas Kearns advised that Facilities added TMCC logos on the glass panes so it stands out for visually impaired students.
- **SOAR:** Thomas reported that the New Student Orientation program was inaccessible for blind students. Academic Advising worked with Thomas to resolve those issues. Brandie Scarnati added that there were common errors in Canvas that occurred that created difficulties for those students.
- **Student Application for Admission:** Thomas is working with Admissions and Records and the software company engineers to fix the software program that will drive the new admissions application. If they are unable to complete the accessibility update before the form goes live, the backup plan is to have a separate link to a PDF form for the accessible option. This should not have a big impact on additional workload for Admissions personnel since the estimated number of students who use screen readers to file the application is approximately 3-4 people per semester.
- **Title IX Student Sexual Harassment Training:** Upon review, approximately 40% of the content was inaccessible. Thomas Kearns tried to work with the company to resolve, but they were not responsive. As an alternative solution, Thomas Kearns worked with student worker to create an accessible Word version of the training. The current version is accessible.

TMCC WEB AND APPLICATION ACCESSIBILITY CHECK

- **Admissions and Records:** Thomas worked with Admissions and Records personnel and reviewed their website content including the documents and forms. All are accessible except five items that are still in the testing process.
- Thomas Kearns observed that the new TMCC web platform is one of the best choices for accessibility. Bill Garand added that an accessibility check of the website is in the plans before the new website goes live.
- The third-party vendor "WBE" Software for appointment scheduling in Tutoring Center is not accessible. Brandie Scarnati added that the Testing Center may experience the same issues. There are probably other areas on campus that use this software.

NV AHEAD CONFERENCE APRIL 5

- This event will be held on the TMCC Dandini Campus on April 5 from 8 a.m.-5 p.m. in Sierra 108.
- Dr. Thierfeld Brown is a nationally recognized speaker who will be discussing the topic of Autism Spectrum Disorders during this event. Scholarships are available to people who work at TMCC to attend. Thomas added that 1 in 5 children being born today are being diagnosed as being on the spectrum. Because this is mostly a communication disability. Often times communication difficulties with their student and instructor is a challenge.
- Phillip Voorhees, is an expert in accessible technology from UNLV will present in the afternoon. He will discuss the planning and implementation process UNLV used to purchase the assistive technology used at their school.
- Approximately 45 people are registered to attend this event. About half of those are TMCC faculty.

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ACCESSIBLE SOFTWARE PURCHASE PROCEDURE

- Pre-Purchase Accessibility Checker

- <https://www.tmcc.edu/disability-resource-center/drc-resources-for-faculty/test-proctoring-request/accessibility-checker/>

This checker is designed to collect and send the software company's information to the DRC. Thomas Kearns completes the check to see if the company's product is accessible. This process allows for the purchasing department/TMCC to be advised that the software is not accessible and alternate methods may be needed to make it accessible if a student needs access.

Bill Garand advised that Cal Anderson added a verification button for the user to check if the software is accessible to the Academic/Instructional Lab Software Installation Request form. This process is able to generate a report that is printable that will outline if the software was checked and how many licenses are on file. TMCC now has a cohesive and integrated process. Thomas Kearns believes that these efforts will demonstrate the Office of Civil Rights that TMCC is working toward addressing accessibility for the institution.

- Correction to the Academic/Instructional Lab Software Installation Request form: Jennifer will notify Web Services to correct the "assertive technology" phrase to "assistive technology."
 - Tom Cardoza relayed a story of an institution that refused to make a correction to assist a student. The institution was sued and it resulted in hundreds of thousands of dollars in damages. It is very important how an institution works to correct accessibility challenges when reported.
 - A question was posed about how data on third party software being used on TMCC computers is gathered. Thomas Kearns explained that those items have not been reviewed yet. He is currently working on the accessibility review of current textbooks which has been challenging for him. He believes that this semester TMCC had the fewest number of inaccessible textbooks. He is in the process of checking that data.
 - Thomas Kearns reminded the group that if a textbook is inaccessible, the instructor does not have to stop using the textbook. Thomas notifies the department chair and instructor that their book was inaccessible. If used again, work with DRC to work with the company to make the product it accessible. This allows TMCC time create a backup plan to ensure that if a student needs access to that text, TMCC is able to provide access to that student.
 - Most OER platforms are currently compliant.
- Software Installation Request
 - <https://webapps.tmcc.edu/ito/downloads/forms/submit/softwarerequest/>
 - IT is working on streamlining the purchase process to include the department software purchases.
 - Citrix Report
 - <https://citrixweb.tmcc.edu/Citrix/XenApp/site/default.aspx>

APRIL ADA WEBINAR

- Learning Management Systems and Accessibility
 - Date: April 10, 2019
 - Time: 8:00 AM - 9:30 AM
 - Location: RDMT 256
- Thomas Kearns will forward a link to view the webinar if are interested in viewing and are unable to attend during the scheduled time.

Other Items

- Touch Button Door Openers: Tom Cardoza reported that Maintenance agreed to look at this issue to find a better solution to the current touch button door openers. UNR's design is a really good one. They seem to be sturdier. Follow up with Maintenance.
- Next meeting items for April 24 at 3:30 p.m.

Meeting ended at 4:10 p.m.