**TMCC**
Truckee Meadows Community College
**Americans with Disabilities Act Committee**

# A D A   C O M M I T T E E   M E E T I N G   N O T E S

## April 24, 2019

**Members Present:** Jay Jorgenson, Thomas Kearns, Bill Garand, Tina May, Brandie Scarnati, Jennifer Hock, Jacob Estes

### UDOIT Canvas Component

- Thomas Kearns explained that this UDOIT Canvas course has been very successful. The online 4-week course teaches how to use the tools available to instructors within the Canvas program. Professors who completed the course were pleased with the content (see comments sheet). Brandi and Thomas agree that this was the most successful method to teach these skills. The course is offered once in the Fall and once in the Spring. Instructors are paid a small stipend if they complete the course.

- This course is not advertised as a professional development course available to outside agencies. The focus of this program is to train all TMCC personnel first. WebCollege does not have the staffing required to grow this offering at this time. In the future, consider sharing inside of NSHE. If anyone inside NSHE wants to use the course content, they may contact Brandie Scarnati to discuss.

### ADA Classroom Furniture

- Jay Jorgenson reported that there were two complaints received by the DRC regarding ADA accommodation furniture being moved within the classroom. Many students have furniture as an accommodation. Once assigned, Facilities ensures that there is a table-style desk installed with a rolling chair. Often times, the table gets moved to the front of the classroom instead of staying among the other student desks. There are occasions when the accommodated student is unable to move the desk to sit with the other students.

- The group discussed options to help prevent ADA furniture from being moved within the classrooms. The best solution is not to have sled-type desks in classrooms. Jacob Estes added that Facilities is moving toward eliminating the sled desks and replacing with the ADA friendly table style. Jay explained that some of furniture was labeled with ADA use only – do not move signs which were not very effective. The group agreed that the DRC should send out an information email at the beginning of each semester reminding faculty to ensure that the ADA desks are not moved within their classrooms.

### UNR Push Button Door Openers

- The technology of push button door openers has evolved from the time that TMCC purchased the system we are using. Jay Jorgenson will follow up with UNR as their Facilities department was looking into what brand of bar style door openers they are purchasing. Once Jay receives the information, he will forward to Dave Roberts in Facilities. The group also discussed working with Facilities to ensure that bar style door openers are an item in the plans for all new buildings.

### End of Year Review

- Jay is working on preparing the end of year review document. He will send out the draft via email for the committee members to review. Here is a list of some of the suggested topics to include in the review:

  o Need another position for an accessibility specialist who helps with course content video duties.

- o Consider outsourcing the work to Caltura or have each department help with the accessibility video work via an additional assignment.

- o ADA Committee would like to see more campus wide participation, including faculty and administration.

- Please send your suggestions to Jay Jorgenson for inclusion in the review.

## Additional

- Thomas Kearns advised that the software request reminder just went out from Information Technology department. He has not seen an uptick in accessibility check requests yet.

- Jennifer Hock reported that the new TMCC website is scheduled to go live this summer. The accessibility review portion is still an outstanding item. Progress is being made toward final completion.

- YeVonne Allen and Jay Jorgenson will attend the President's Cabinet meeting on May 6 to report that the ADA Committee falls under Diversity. Remember to mention the need for more faculty committee members.

- Idea - Consider the possibility of a Faculty Senate standing committee for accessibility.

Meeting ended at 4 p.m.

# Comments About the Creating Accessible Content in your Course

## Professor T.C.
I learned that: **A.** Understanding what is vital to accessibility is a lot more complex than it appears, but there are lots of excellent resources to guide me. **B.** Actually implementing accessibility is quite simple. **C.** Using up to date software is vital: older software doesn't always support what I need. **D.** Planning ahead and designing accessibility into the course is better than retrofitting. <u>Do I have any suggestions?</u> This course works really well! I don't think there is much to do, except possibly warning people about the problems of using older versions of common software. Great job! :-)

## Professor R.C.
I learned a great deal in this course that I have already applied to other courses I teach and will continue to incorporate in any future classes I teach. I learned how inaccessible most of my Canvas material is for students in regards to ADA requirements, how to make assignments and instructions easier to read in regards to the language, and that there are easier ways to post assignments.

## Professor KJ
I've learned that I need to think about accessibility--not just for disabled students but also for different abilities and learning styles--as I'm designing my course materials, whether it is Canvas materials or documents.

## Professor J.O.
The information about how Screen Readers access and stumble on issues was priceless. I also appreciate the lessons on Word and Powerpoint and knowing tools that can help me develop better materials rather than just my trying to do my best.

## Professor L.F.
I think the explanation of how the voice reader represents my information was best. So that encapsulates why to change the headings to different sizes, why to use alt text, and why to relabel my hyperlinks instead of saying "click here" or giving the URL, why to format tables in Word and PowerPoint a certain way.

## Professor P.H.
This course really opened my eyes to a new concept and level of accessibility. To be honest, I had not crafted my courses in such a way that even considered the possibility of screen readers or for ADA accessibility in general (outside of captions for videos).

## Professor A.M.
I had no idea that an accessibility checker was an option or even something that was reviewed. I did not know that those with limited or no eyesight could still read documents in Word, PowerPoint, etc. My mind opened wide to how this can change the life of someone with disabilities.

**Do I have any suggestions?** No, it was just the right balance of instruction, support videos, and activities.

**Do I have any suggestions?** No. Everything was concrete, clear, practical and useful. A variety of tools helped present materials. You guys responded quickly to any confusion.

**Do I have any suggestions?** I thought it was great. Easy to use and very easy to understand. I am hoping it will still accessible to me after July 1 as I did not print out or save all of the valuable links in the class.

**Do I have any suggestions?** I think this class is FANTASTIC - I wouldn't change a thing. My only suggestion is to make it mandatory for all instructors.

**Do I have any suggestions?** The information presented was explained very well and provided in more than one format for individuals with different learning styles/needs. Feedback on assignments was quick and instructors were attentive to our questions. Great job with this course!

**Do I have any suggestions?** I have no suggestions other than I hope that ALL online instructors will participate in this valuable course.

**Do I have any suggestions?** Overall, I thought this was the best online training you have offered yet. I currently work a full time job on top of participating in this course. However, the training was setup in a manner that is ideal for anyone to take.