

**IT Accessibility Taskforce**  
**Thursday September 12, 2013**

**Attendees:** Craig Mathie, VP for Student Success; Phil Allred, Chief Information Officer; Katie Jean Larsen, Accessibility Services Coordinator; Chase Mitchell, Teaching & Technology Center Director; Bob Wright, Risk Management Coordinator; Justin Cherry, Computer Help Desk Manager

**Discussion Points**

- It is imperative that the college moves forward to comply with all aspects of ADA, including making web based services and instruction delivered by technology accessible to students, employees, and prospective students.
- We reviewed some guiding principles suggested in an email from Brian Nelson at State Risk Management and a newsletter from AHEAD (the national accessibility services organization for higher education). They include:
  1. Request an assessment from Job Access Network (JAN) or another consulting group.
  2. Do our own inventory of potential barriers to access, including website access, online services to students and employees, online or hybrid course delivery, interactive video (IV) course delivery, and other curriculum materials which students need to be able to access. (We discussed several examples of some of these potential barriers.)
  3. Prioritize the items by importance to general use to be addressed and corrected in an accessibility strategic plan. Include the possible cost involved for each and reasonable timelines for completion.
  4. Develop policy that defines standards for access that are in compliance with the law.
  5. Train faculty, staff, students, and administrators to understand the policy and the plan.
  6. Involve individuals with disabilities in testing and assessing accessibility to have a reality check and show a good faith effort.
  7. Continue to work with individual situations to accommodate requests in the best way possible given current resources.
- Our goal is to develop a draft plan for improving access to technology to recommend to executive administration prior to the spring budget process. We hope to address “low hanging fruit” initially, items that can be corrected with minimal or no cost.
- Action assignments were made for follow up:
  1. Phil-Contact JAN to arrange for an assessment of our web services. Begin an inventory of possible technology barriers.
  2. Justin- Work with other IT staff to configure at least two machines in each student computer lab with the built in accessibility features such as large print and audio cues.
  3. Katie- Begin an inventory of known technology barriers from contact with students requesting accommodations.
  4. Chase- Begin an inventory of known technology barriers from experience with online and IV delivered courses.

5. Craig- Consider other key individuals who need to be asked to join the taskforce, especially from the faculty.
- Bob Wright explained that he will not continue to meet with the taskforce but would like to be copied on meeting agendas and notes so he can monitor the effort for risk management purposes.
  - We will meet again on Thursday October 24<sup>th</sup> at 9 am in the IT Conference Room.