

IT Accessibility Taskforce
Thursday October 24, 2013

Attendees: Craig Mathie, VP for Student Success; Katie Jean Larsen, Accessibility Services Coordinator; Chase Mitchell, Teaching & Technology Center Director; Justin Cherry, Computer Help Desk Manager; Lawrence Durtschi, Web Services Director. Phil Allred, Chief Information Officer, asked to be excused.

Discussion Points

- Lawrence has arranged for an outside consultant to do a review of the college's website and provide feedback on accessibility challenges. We could have the results by our next meeting.
- Lawrence is also helping with the new on-line admission application and is making sure that it will be more compliant with accessibility standards.
- Justin has worked with student lab manager Dave Peterson to turn on the access Windows 7 hearing and visual assistance features in at least two computers in both the library and Humanities Building. Katie will have a follow up conversation with Dave and look at the computers he has enabled to determine what else needs to be added to those computers.
- Justin will also train his help desk techs how to turn on the Windows 7 "bells and whistles" for visual and audio accessibility assistance so they can enable additional lab or classroom computers as needed.
- There was brief discussion about the possibility of posting signs near the enabled computers to indicate their special application for accessibility. Katie will research whether or not this is an effective practice and recommend what should be done, if anything, about signage.
- Chase reported that there were presently (as of the meeting date) 487 recorded IVC one hour class sessions. The work of captioning those recorded classes is time intensive, requiring someone to prepare a script of the course session to then be recorded or typed. If questions and comments from students are to be included this adds to the work involved. It could take up to 3 hours to prepare a captioned version of each 1 hour class session. Timely turn around to make the class accessible promptly is also a big issue. Chase will look into software tools or services that might be used to assist in this effort.
- Chase also explained that it is possible in Canvas to add tags that briefly label or describe visual images. These are beginning to be added to some teaching materials going forward. This is also a challenge for time and resources.
- Katie discussed the challenges of making audio versions of textbooks available in a timely manner. When we have to produce the audio version in house there can be a delay of weeks before they are available.
- She also indicated that Canvas will need to be a major player in making digital versions of textbooks accessible for visually impaired students.
- The group also considered the possibility of using technology to make classes available when broken elevators, construction or other physical barriers prevent access to a face to face class session.
- The initial priorities for improving accessibility appear to be: the website, CANVAS, campus computer labs, and recording class sessions. Note takers can continue to be provided for hearing impaired students but sometimes the logistics will be a challenge, such as providing a note taker for a student at an off campus location.
- The group needs to continue to give thought to a list of priority actions and associated budget needs for those actions that can be presented when next year's budget is prepared in the spring.
- We need faculty representation on this taskforce. Possibly a faculty rep from the Curriculum Committee and/or the ITAC group could be invited.
- Action items for follow up:

1. Phil-Contact JAN to arrange for an assessment of our web services. Begin an inventory of possible technology barriers.
 2. Craig-Contact Madeline Johnson and Kim Cragun to invite faculty representation from ITAC and Curriculum Committee in future meetings.
 3. All-Continue thinking about a priority task list to present to administration and how to draft a policy for accessible teaching materials.
- The next meeting will be scheduled after faculty representation is arranged so they can also attend.