

ADA Instructional Committee Meeting

Notes

March 9, 2023

Members: Ed Lovitt, Holly Dressler, Chantel Braasch, Jean Ann Vickers, Beth Gulley, Diana Rottinghaus, Lori Slavin, Samira Hussein, Tim Brown, Pete, Peterson, Terri Easley-Giraldo, Rob Grondahl, Masood Syed, Farrell Jenab, Alexa Summers, Mindy Ritter, Christa Haas

Meeting Notes: Chantel Braasch

1. Accessible Course Content

a. Students with Specific Need – Plan for Summer/Fall

Holly: Specific need for all course content to be accessible but especially when we have an accommodation request from a student who relies on assistive technology. When we have a specific accommodation request, Access Services will partner with Ed Tech. Ed Tech will then work directly with the instructor to identify documents, remediate documents, and refer high need documents to Access Services to meet accessibility requirements.

Ed: Development of checklist in Teams software that will be collaborative tool between Ed Tech and Access Services to document accessibility progress of course documents. When a student with a disability, who uses assistive technology, has requested the accommodation through Access Services, an Ed Tech staff member will be reaching out to the instructor to support the need to remediate documents and run inventories with Ally to get an idea of where to start addressing accessibility deficiencies.

Samira: When the initial email triggers and a student with a disability is enrolled in your course, will there be a checklist to start looking at the accessibility?

Ed: Yes, this will trigger an ETC designer to reach out to the instructor to begin the discussion/review and working on remediation of course content.

Holly: One challenge that we're asking faculty about course content for a future semester and faculty, understandable, don't always have content ready for a future semester. However, we don't want to bother faculty over break or when they're not on contract. Our goal is to gather content before a semester break so work on accessibility can be completed by Ed Tech and Access Staff.

Samira: Will this necessitate faculty make an appointment with Ed Tech to address this need?

Chantel: This collaboration with Ed Tech and Access will require Ed Tech to reach out the faculty to kick off the process rather than having the burden on the faculty member to make the appointment.

b. General Accessibility

Ed: We are inviting Robert Beach from KCKCC to demonstrate the differences between navigating accessible and inaccessible documents with a screen reader. Ed will send an invitation to all ADA Instructional Committee members. Access Services faculty and staff, Ed Tech staff, and Document Services staff will also be in attendance. The session will be recorded.

2. Accessible Computing Options at JCCC: Webpage Requested

Holly: Marketing is working on a virtual presence that will be a one stop shop to list the locations of accessible workstations and accessible technology software/hardware

3. Webinar:

- a. Neurodiversity, Autism Politics, and Language, a Brief Introduction
- b. [Webinar Recording \(Speakers and Slides - No Interpreter\)](#)
- c. [Webinar Recording \(Speakers and Interpreter - No Slides\)](#)

4. Emergency Evacuation Plans

- a. Update content on Website
- b. Add content to classrooms
- c. Communicate with BEL's

Holly: Met with Alisa Pacer to discuss updates needed for the Emergency Evacuation Plans for students and members of the JCCC Community, with disability. Alisa suggested incorporating BEL's in the plan and reviewing policies and procedures from other institutions.

Many students and community members with physical disabilities are on our campus and are not required to have a plan with Access Services. It's often not feasible when a person is visiting campus for a one time event or taking a Continuing Education class that meets just a few times. We need to develop procedures that are universal in nature.

Holly is tasked with looking at other institutions policies and procedures.

Lori: on 4th floor CLB, the phone is located on a wall of windows so with a tornado the individual would be putting themselves in harms way to call for help.

Holly: We all need to emphasize the need to use the Rave Guardian App that has one button calling to safety and security.

5. Updates on Accessibility Issues from Committee Members

Discussion on continued concerns with accessible testing options for students.