

Present: L. Baldwin, G. Fredericks, B. Graening, P. Linden, D. Lindsley, V. McCann, M. McGowen, B. Olson, M. Pfaff, M. K. Pobocik, J. Rix, L. Tevis, M. Thompson, T. Welsh

1. Called to order – 2:07 by Tim
2. Minutes of 3/22/2019 approved as distributed; motion by Lois; support from Veronica
3. Review/Revise/Approve Agenda
4. Announcements
 - a. Welcome, Peter Linden, Provost/VP for Instruction and Student Services; Peter will co-chair UDC
 - b. Welcome, Talia Tevis, Computer Lab Assistant, serving as Accessibility Specialist
 - i. Will be added to committee membership
 - c. Announcements
 - i. Next meeting planned for late January/early February
 - d. Accessing Higher Ground Conference
 - i. Available “virtually”; Molly, as past participant, has requested access
 - ii. Recommendation made to obtain KVCC Institutional membership
 1. Would enable sharing content college-wide
 2. Info to be sent to Tim for follow up
5. Business
 - a. Office of Student Access
 - i. 435 enrolled; anticipate 400’ish by end of semester
 - ii. Usual accommodations needed
 - b. Target X Retention Module
 - i. To be rolled out for OSA and KVAAP
 - ii. Will facilitate more efficient/effective identification of students needing services
 - iii. Concerned that staff/systems are currently at capacity
 - c. OCR Compliance Update
 - i. Per Tim, complied with Resolution Agreement
 - ii. Feb 2020 update report to be submitted re:
 1. Evaluation of LMS
 2. Update on hiring of Accessibility Specialist
 3. Employee Training
 4. Overall evaluation of accessibility
 - d. Web Accessibility Update/Site Improvement
 - i. Mike reviewed report
 1. KVCC currently at 92%; benchmark is 77%
 2. Currently monitoring main website; not secondary pages
 3. Canvas (LMS) will identify accessibility issues for multiple areas within website
 - a. Discussion re: attendance at annual Canvas conference – networking, etc.
 4. Marketing facilitated identification of Site Improve (measurement tool)
 5. Discussion re: accessibility of UD meeting documents
 6. All documents for upcoming meeting to be submitted to Tim, 1 week in advance of meeting

- ii. Open Source Software
 - 1. Utilizing “Book Stack”
 - a. Submitted KVCC specific needs/changes
 - b. Incorporated into software for use by other entities
 - c. If move to different software, can copy/paste from Book Stack
 - 2. Will demo Book Stack at next meeting
- e. Training
 - i. Discussion re proposed requirement re: accessibility for new employees
 - 1. 2 hour session for faculty
 - 2. Also to be included in on-line/hybrid orientation
 - 3. Discussion re: incentivizing to foster adjunct participation
 - 4. Discussion re: possibility of developing departmental teams (subject matter experts) that would create accessible documents for its specific area
 - a. Due to time/effort involvement, would be helpful to provide some financial support
 - i. Initiative would meet “Mini-Grant” criteria
 - b. Tim, Gail, Molly to begin work on list of subject matter experts
 - ii. Discussion re: need for additional representation on committee
 - 1. Molly Cartwright (HR)
 - 2. Trice Batson (Inclusion/Diversity)
 - 3. Marketing representative
- f. Web accessibility Team
 - i. Purpose/expectations documents in process
 - ii. For efficiency, larger group will be divided into sub groups where bulk of work will be accomplished.
- g. Captioning
 - i. MCO Consortium
 - 1. Accessible Community of Practice
 - ii. Discussion re: need for written policies/procedures/prioritization
 - 1. Members will try to find previous documents
 - iii. Lois to investigate “package deals” of 4-year institutions
 - 1. Also possibility of affiliation with MSU
 - iv. Marketing vidoes can be sent to Mike T and Molly P**
- h. Instructional Design/Accessibility Coordinator Position
 - i. Has been annual request for some time
 - 1. Expanded position title for 2018 submission
 - a. Peter suggested incorporating specific criteria with position description, budgetary narrative
 - i. Alignment with several components of Strategic Plan
 - ii. OCR mandate
 - ii. Discussion re: where responsibility/accountability for efforts fall
 - 1. Consensus: Instructional with support from IT and OSA.
- i. OER
 - i. Feedback is mixed
 - ii. Gail to reach out for feedback
- j. Museum Update
 - i. Tim scheduled to meet with Lexi soon
 - ii. KVM/UD meeting will be scheduled after the first of the year

- k. LMS Update
 - i. First self-launch, Winter 2020
 - 1. Offered to 6 faculty; 1 class
 - ii. Not fully automated yet, IT assisting
 - iii. Full launch, Summer 2020
 - 1. Gives opportunity/time to work out any issues/get feedback
 - iv. Has accessibility feature built in
 - l. Other
 - i. Gail – Request for earlier notification when OSA student has signed up for online class
 - 1. Lois and Veronica will draft a letter
 - ii. Brian O
 - 1. Textbook formats increasing going electronic – accessibility issues
 - iii. Molly – Presented a Summit seminar on accessibility
 - 1. Lori Evans attended and is working on ARR documents
 - iv. Lois – Admissions letter accessibility – know ARR is working on it now
 - v. Mike – working with Marketing on accessible style guide for online and printed publications
 - vi. Denise – universal design is not just faculty – all areas of the college
6. Action Items
- a. Pursue getting access to Accessing Higher Ground Conference virtually
 - b. Addition of Committee Members – proposed
 - i. Marketing
 - ii. Human Resources – Molly Cartwright
 - iii. Office of Diversity and Inclusion – Trice Batson
 - c. Draft letter for Faculty/ Faculty Success Center OSA Student notification
 - i. Lois and Veronica
 - d. Accessibility Policy and Prioritization
 - i. Gail, Mike, Lois, Brian G, Molly
 - e. Possible Mini Grant for Faculty Accessibility Champion
 - f. Tim will touch base with members unable to attend
7. Next Meeting
- a. Late January 2020
8. Meeting adjourned 3:11pm