

*Attended: Kate Jolley, Kim Starke, Lisa Beach, Jennifer Richardson, Dana Throckmorton and Paul DeMartini.*

**I. HOUSEKEEPING; CHECK IN; RUMORS**

- None.

**II. APPROVAL OF MINUTES**

November 25, 2024 Meeting Minutes (Approved as is)

**III. COMMITTEE GOALS FOR 2024/25**

- Assess and prepare for the implementation of the Accessibility Capability Maturity Model

**IV. NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION**

1. Welcome Kate to Committee and update on status of committee:
  - Kate explained some of the reasons for delays to formalizing changes to the committee name, function and membership. College Council is still working on an overall reboot to the participatory governance structure and reviewing the surveys and charges of the various committees. She did confirm that the focus of this committee is Digital Access concerns.
  - Kate also confirmed that Cabinet is on board with pursuing ACMM, but they have concerns with the timing and the governance structure and policy work that needs to be done first.
  - Committee discussed policies and the process of when accessibility is addressed. Also discussed what would be best use of committee time for the rest of the year. Might be good to start in on ACMM and figure out things like who needs to be involved or consulted, narrow down what is needed, and determine what has been done, and what still needs to be done. Suggested possibly working on one goal at each meeting.
2. Discussion about Associate Faculty not having access to Canvas prior to the start of the semester.
  - This causes a delay in Distance Ed being able to prepare for student's who have accessibility needs. Faculty do not think they should be responsible for that since they are not paid for the time to make things accessible. The District is ultimately responsible for web accessibility, but for classes, Faculty should be able to help. It needs to be a partnership. Distance Ed resources are spread very thin these days due to retirements and employees on leaves.

**V. OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION**

- None.

**VI. MEETING RECAP & PLAN NEXT MEETING AGENDA**

- Committee to start reviewing the Goals of ACMM at next meeting

*Next meeting – February 24, 2025*