

Attended: Kate Jolley, Kim Starke, Lisa Beach, Jennifer Richardson, Kathy Burton, Margaret Grayson, Erin Daniels, and Paul DeMartini.

I. HOUSEKEEPING; CHECK IN; RUMORS

- It was suggested that at each meeting the committee will focus on one Accessibility Capability Maturity Model ACMM Goal to determine what resources are needed, what has been done so far, and what still needs to be done. Lisa shared with the committee the document she started to track this information

II. APPROVAL OF MINUTES

January 27, 2025 Meeting Minutes (Approved as is)

III. COMMITTEE GOALS FOR 2024/25

- Assess and prepare for the implementation of the ACMM

IV. NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. Accessibility Capability Maturity Model (ACMM) Goal 1 (Governance & Strategic Planning)
 - Committee reviewed and discussed Goal 1 of the ACMM. Lisa edited the shared document in the Team as this item was discussed. Attached are the notes on the document.

V. OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. Discussion about Associate Faculty not having access to Canvas prior to the start of the semester.
 - Committee briefly discussed this item from last month. Because there are so many more DRD students in more sections, it is a challenge to keep up with the demand. It would be great if Faculty could help out more.

VI. MEETING RECAP & PLAN NEXT MEETING AGENDA

- Committee to review Goal 2 of ACMM at next meeting

Next meeting – March 24, 2025

Accessibility Capability Maturity Model

Overall Status of Each Goal

Goal 1 – Governance and Strategic Planning

The organization has developed strategic planning, governance, and reporting structures to advance accessibility maturity levels.

1.1 Develop a process to include accessibility requirements in organizational policies and administrative procedures.

Using the CCLC templates should help. Working on the technology policy which includes accessibility. May also need additional language in Purchasing Policy. Need to investigate what the ACMM will suggest.

1.2 Develop a process to create and maintain a governance body led by an executive sponsor, has designated members, and meets regularly.

This is DDAC which exists now. Committee charge and reporting structure is currently being revised/approved.

1.3 Develop a process to create and implement an annual plan that outlines specific activities to improve maturity levels of ACMM milestones.

ACMM action item/goal may be added to District Strategic Plan. Needs a realistic implementation timeline. We may want to explore a structure that ties this work into institutional planning, with the annual planning piece happening in DDAC. DDAC would then report out as appropriate. We will probably need to engage with PBC to create a plan (maybe a 5-year plan with annual components). Kate will report back next time about where the conversation currently is happening.

1.4 Develop a process to collect, organize, and submit evidence to support status levels for annual reporting.

If the 1.3 plan is assessed on a regular basis, that could be the evidence to support improvements. Identify the areas where regular assessment needs to happen. How will we show progress? How will we measure progress? How often does it need to be assessed? DDAC could reach out to the stakeholders to ask them to assess progress in their areas.

- ☐ Lisa will send Kate copy of DE AP draft and Dawn D's contact information.
- ☐ Kate will reach out to Dawn to discover what other policies need to be looked at through the accessibility lens.
- ☐ Lisa will send Kate information about the new federal accessibility guidelines.