http://www.santarosa.edu/pr/logos/NEW.LOGO.3in.COLOR.jpg**District Access Committee (DAC)**

**Minutes**

**September 23, 2024**

*Attended: Kim Starke, Lisa Beach, Jennifer Richardson, Kathy Burton, Erin Daniels, Leila Rand, Corrine Haverinen, Dana Throckmorton and Paul DeMartini.*

# Housekeeping; Check in; Rumors

* + Theresa was out ill so Kim facilitated the meeting

1. **APPROVAL OF MINUTES**

April 22, 2024 Meeting Minutes (approved as is)

# Committee Goals for 2024/25

* Implement and Support the Accessibility Capability Maturity Model (ACMM) Or if this gets delayed or postponed)
* Self-Evaluate following ACMM Guidelines

1. **New Business for Discussion and Possible action**
2. Review of Committee Structure and Membership
   * Still waiting for confirmation from College Council regarding status of proposed changes to committee function and membership. Theresa should bring back to Cabinet or VPs, Kim could join as well for context. Should explain to them the importance of ACMM, that it would reduce liability.
   * Discussed having a Tri-Chair leadership of committee. No names yet, will select at next meeting. Also might be good to think about meeting more than just once a month.
3. Discuss Faculty using a form if using scanned pages & how to get Faculty to work with DE when they have DRD students (Corrine)
   * It might be helpful for faculty to fill out a form stating why a scanned PDF must be used and how to work with DE to make sure they are accessible. It requires a lot of work for DE when DRD students are in on-line classes, it would be helpful to have some lead time. It is challenging that most Faculty will not discuss when they are not “on contract”. DE needs more time to prepare. Oftentimes, changes are made and DE is not informed. Takes too much time. College Skills is one of the main offenders. Kim will talk to the Dept. Chair and will also create a draft form to bring to RH and JA for negotiations.
   * One challenge is that scans are cheap, but there are other choices that are already accessible. Maybe there just needs to be more awareness. Maybe present at Dept. Chair meeting or Academic Senate.
4. **old business for discussion and possible action**

* None

1. **meeting recap & PLAN NEXT MEETING AGENDA** 
   * Committee Status
   * Create presentation about ACMM

*Next meeting – October 28, 2024*