

April 26, 2021, 3:00 – 4:30 p.m.

<https://santarosa-edu.zoom.us/j/91419721633>

TOPIC	TIME	OBJECTIVE
1. Note-taker: <del>Stephanie</del> ; Facilitator: Kim		
2. Approval of Minutes for February 22, 2021 meeting	1 minute	
3. Housekeeping; check-in; rumors	5 minutes	
4. Define accessibility review for IELM process <ul style="list-style-type: none"> <li>Mary-Catherine Oxford and Kevin Snyder to attend to discuss for next IELM process</li> </ul>	15 minutes	
5. DAC Database/ADA Transition Plan <ul style="list-style-type: none"> <li>Serafin and Hank to attend meeting to continue discussion; draft process for addressing items in the DAC database?</li> <li>The previous assessment was an assessment of the physical campus, but now that 508 is in the forefront, technology needs to be considered as well.</li> <li>Options (from Kate) <ol style="list-style-type: none"> <li>Break it up to the building managers to assess (we would want to define a process and then give a heads up in cabinet since this will be workload) or</li> <li>Hire an STNC with DAC funds to go to each place and check it out (we could put that in Hank's area so they can assist if needed).</li> </ol> </li> </ul>	30 minutes	
6. Discussion on standards to assess software accessibility <ul style="list-style-type: none"> <li>Documentation/Testing/Procurement Process/Rubric/Plan – Don/Leila</li> <li>Leila's draft language for goals: <ol style="list-style-type: none"> <li>Continue to request accessibility documentation form vendors for District software purchases.</li> <li>Investigate requesting third-party accessibility verification for large-scale web applications.</li> <li>Create a rubric for determining the proposed software purchases that have the highest accessibility priority.</li> <li>Develop a plan for testing the accessibility of these high priority purchases.</li> <li>Explore creating a process for requiring accessibility accountability for vendors of high priority purchases.</li> <li>Include accessibility language and requirements as part of the contract process.</li> <li>The overall language in contracts should include accessibility as a high priority.</li> </ol> </li> <li>Possible subgroup work with Lisa, Kim and Corinne</li> <li>Update from Tara regarding report to Academic Senate?</li> </ul>	15 minutes	Agree on standards for future software accessibility reviews

District Access Committee function:

Assist the District in interpretation of and compliance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX, and other laws and regulations pertaining to access to facilities, services, and programs; identify and recommend to the District the removal of any architectural, equipment, and/or program barriers that would impede access to any of the District's facilities, services, or programs; develop and recommend District policies and procedures to ensure the prevention of future architectural, equipment and/or program barriers; conduct regular assessments of access to District facilities, programs and technology for the ADA and Section 508 Transition Plans and compliance with other laws and regulations; review and monitor progress toward the removal of identified barriers; assist Environmental Health & Safety with District-wide emergency management planning for persons with disabilities, and recommend regular trainings for District employees; promote the knowledge and understanding of access.

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<p><b>7. Committee Function Review</b></p> <ul style="list-style-type: none"> <li>Discussed at College Council on 11/5/20, 12/3/20 and 2/4/21 (Tara and Leila attended meeting on 12/3 to provide clarification about the intent of the revisions); College Council recommendations in green and yellow highlight below; DAC edits in red.</li> <li>Online accessibility including procurement of software and websites, etc. and these updates needed to be incorporated in addition to accessibility for facilities</li> <li>DAC agreed at 2/22/21 meeting to continue discussion of committee function to possibly bring back to College Council (see minutes from 2/22/21 meeting)</li> </ul> <p><u>District Access Committee is established to:</u></p> <ol style="list-style-type: none"> <li>Assist the District in interpretation of and compliance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX, and other laws and regulations pertaining to access to facilities, services, and programs.</li> <li>Identify and recommend to the District the removal of any architectural, equipment, and/or <del>program</del> barriers that would impede access to any of the District’s facilities, services, or programs.</li> <li><del>Develop and Recommend to the District the need to align policies and procedures to ensure the prevention of future architectural, equipment and/or program barriers, in areas such as: architecture, technology, online materials, equipment, and/or procurement, which would impede access to any of the District’s facilities, services or programs. program barriers, including on-line captioning, and written materials.</del></li> <li>Conduct regular assessments of access to District facilities, programs and technology for the ADA and Section 508 Transition Plans and compliance with other laws and regulations.</li> <li>Review and monitor progress toward the removal of identified barriers.</li> <li><del>Assist Environmental Health &amp; Safety with the District-wide with providing guidance for emergency management planning for persons with disabilities, and recommend identify the need for regular trainings for District employees. CC recommends removal of this item.</del></li> <li>Recommend to the District guidance for emergency management planning for persons with disabilities, and recommend the need for regular trainings for District employees on this topic. <b>Bring back to College Council</b></li> <li>Promote the knowledge and understanding of Universal Access.</li> </ol>	<p>15 minutes</p>	<p>Finalize revisions</p>

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TOPIC	TIME	OBJECTIVE
8. Goals for 20/21 <ul style="list-style-type: none"> <li>• Software Accessibility (documentation/testing/rubric/plan) – Don/Leila Draft Language for DAC Procurement Goals                             <ol style="list-style-type: none"> <li>1. Continue to request accessibility documentation from vendors for District software purchases.</li> <li>2. Investigate requesting third-party accessibility verification for large-scale web applications.</li> <li>3. Create a rubric for determining the proposed software purchases that have the highest accessibility priority.</li> <li>4. Develop a plan for testing the accessibility of these high priority purchases.</li> <li>5. Explore creating a process for requiring accessibility accountability for vendors of high priority purchases.</li> <li>6. Include accessibility language and requirements as part of the contract process.</li> </ol> </li> <li>• Capital Projects                             <ul style="list-style-type: none"> <li>- DAC Database</li> <li>- Accessibility Review</li> <li>- Ongoing projects (see agenda item above)</li> </ul> </li> <li>• Discussion on Committee titles (from 11.23.20 minutes)?</li> </ul>	2 minutes	Discuss ongoing projects and goals for 20/21
9. Next meeting agenda <ul style="list-style-type: none"> <li>• Goals for 21/22</li> <li>• Future Agenda Item: Update on “maps:” (Hold on map updates for 6-8 months until major construction projects are complete)</li> </ul>	2 minutes	Plan next agenda
10. Adjournment		

(Next Meeting: Monday, May 24, 2021)

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