

January 25, 2020, 3:00 – 4:30 p.m.

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

TOPIC	WHO	NOTES
1. Note-taker/Facilitator: Kim	Kim	
2. Approval of Minutes for November 23, 2020 meeting	ALL	November 2020 meeting minutes were approved as written. Sarah/Lisa
3. Housekeeping; check-in; rumors	ALL	<p>Tara shared that there will be a meeting regarding Tauzer and moving paratransit stops to accommodate students. Route conversations through DAC. In an shared governance process, how do we get information to everyone in order to have conversations around access. Sarah ask for clarification. Tara noted that at times, decisions need to be made quickly, prior to the next DAC meeting. The issue has been an issue for a long period of time. The questions is: How do we get the information to others on DAC in a timely way so that information is shared in the committee format. Access issues should come to the committee. Sarah offered to bring it up to President’s Cabinet or Extended Cabinet. Would it be worthwhile to have a DAC subcommittee that addresses the issues? Major things that have a timeline, making sure that any party that is involved that there is more of an awareness of the group on campus would be a good thing. Some would a sub committee know where they need to be? Sarah being informed will be a place to start. Shared governance overall is a bigger question than we can answer under the guise of DAC. Sarah shared that any subgroup would be researching and reporting back to the committee before a decision needs to be made. Kim mentioned that the current PRT will hopefully give some input regarding this issue. Sarah will bring this item up at Cabinet and report back during our next meeting in February 2021.</p>
4. Discussion on standards to assess software accessibility <ul style="list-style-type: none"> • Documentation/Testing/Procurement Process/Rubric/Plan – Don/Leila • Leila to share draft language for goals 	Leila and Don	Leila was unable to complete draft language on goals. Anything that the department does beyond what is being done now will require additional resources (employee) and a commitment from the District regarding NOT purchasing inaccessible software. There is some push

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<ul style="list-style-type: none"> Possible subgroup work with Lisa, Kim and Corinne 	<p>back as to what we purchase and why. The ISSUE: We are supposed to be making accessible software purchases only, and this is not happening. Purchases get through the process through many formats, many of which do not go through the accessibility vetting process. Leila does not feel that she has the power to deny a purchase. Don added that when Robert Thompson retired, Leila was promoted into the Webmaster position. However this left her old job vacant. Leila is doing both which is very taxing. Trying to backfill the position, however this is difficult. The follow up with the vendor is something that may fall through the cracks. Some of the software that already exists at the District is inaccessible and there is currently no way to mitigate this. Lisa Beach added that it is also complex from the DE perspective. Many Faculty are pressuring the District to obtain software that is less than is accessible. Many times, the software is already in use and again, is very difficult to mitigate due to accessibility. Some colleges reach out to Faculty are instructed how the Faculty is to use the software, but there is no way to guarantee compliance on the part of those who are using the software.</p> <p>Don mentioned the legal aspect of not having accessible coursework. Tara mentioned that it is Faculty person's responsibility to have a Plan B if software use is inaccessible.</p> <p>Corrinne mentioned that the District could be proactive by providing a platform that can assist the instructors in making accessible coursework (specifically a math platform). Perhaps if there is a touchpoint person for their Discipline that vets all software.</p> <p>District could be more proactive.</p> <p>DE is often told that instructors have purchased, or found free, or purchased via Cal Card, and that DE must install the software, and DE does not feel as though they have the power to hold instructors up in slowing down a vetting process.</p> <p>Currently Leila is having the department place a disclaimer if software is inaccessible.</p>
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		<p>Corrinne would like companies would have to make any accommodation.</p> <p>The DAC Committee should increase awareness of the issues on a District wide level, recommend the backfill of Leila’s position, and should recommend a process that guarantees accessibility. The District liability and the fact that we are not serving all students well should be brought to the attention of the District. Sarah will bring the issue to Cabinet.</p> <p>Leila will head a subcommittee to get a working document that will address the multi-faceted issues to discuss at Feb. meeting.</p> <p>Tara has volunteered to write a draft of n open forum comment/report out from DAC to take to the Academic Senate.</p>
<p>5. Committee Function Review</p> <ul style="list-style-type: none"> Discussed at College Council on 11/5/20 and 12/3/20 (Tara and Leila attended meeting on 12/3 to provide clarification about the intent of the revisions); College Council recommendations in green below. Kate Jolley commented on addition of procurement language in the function. Purchasing office has implemented processes already for purchasing materials that are accessible. Online accessibility including procurement of software and websites, etc. and these updates needed to be incorporated in addition to accessibility for facilities <p><u>District Access Committee is established to:</u></p> <ol style="list-style-type: none"> 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 	<p>Sarah, Leila and Tara</p>	<p>A review of the College Council discussion was shared. CC recommended changes in green on number 3 which discusses DACs purpose.... Align policies and procedures.... Item three became a big topic of discussion.</p> <p>Changes here reflect that recommended changes. CC does not want our committee to create P/P, but rather, to recommend it.</p> <p>The language as written in this document was approved unanimously by the DAC committee. Sarah will take the policy back to CC with the changes that College Council recommended and the committee agreed to. This will be an item that is shared, vs. an actionable or discussion item.</p>

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<p>access to facilities, services, and programs.</p> <ol style="list-style-type: none"> 2. 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. 3. In accordance with District Policy, develop and Recommend to the District the need to align policies and procedures with regulations (and barriers or accessibility needs?) to ensure the prevention of future 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. 4. 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. 5. Review and monitor progress toward the removal of identified barriers. 6. Assist Environmental Health & Safety with the District-wide with emergency management planning for persons with disabilities, and recommend regular trainings for District employees. 		
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7. Promote the knowledge and understanding of Universal Access.		
7. DAC Database – Update on subgroup review		Deferred to February meeting.
8. Capital Projects & Facilities Update <ul style="list-style-type: none"> - Serafin and Hank to attend DAC meeting - DAC Database - Accessibility Review - Ongoing projects → Update on location of changing tables → Update on location of lactation rooms → Update on repairs due to student concerns → Spring 2021: Update on accessible locker rooms in Quinn 	Hank	Hank shared the work he and his team have been doing around the multiple campuses. Many trip/fall hazards primarily because of tree obstructions and roots. Four trees have been removed. Sidewalks have been identified and marked and will be cut out and re-poured to increase safety. Also working out areas around Tauzer in terms of accessibility. Placing wheelchair access ramps alongside stairs. Have redone a number of areas regarding uneven pavement. This will be an evolving process. The pathways will have to be gradually replaced. Small steps are being taken such as power washing to prevent slippery surfaces. Areas have been smoothed out via use of the grinder. There remains a great deal of work to be done. Don will make sure that Hank has access to the DAC database. Housekeeping to update the database will be necessary. There is a great deal of detail in the database and will give Hank an idea of the scope of the issues that have been identified.
8. Goals for 20/21 <ul style="list-style-type: none"> • Software Accessibility (documentation/testing/rubric/plan) – Don/Leila • Capital Projects <ul style="list-style-type: none"> - DAC Database - Accessibility Review - Ongoing projects (see agenda item above) • Define accessibility review for IELM process • Discussion on Committee titles (from 11.23.20 minutes) 	2 minutes	Discuss ongoing projects and goals for 20/21. IELM process: Sarah wrote to Phyllis and clarified that the current process is inefficient. New Dean will start next month. An invitation to her to come to DAC will be sent to her by Sarah. She should be familiar to the process based on her previous role. Tara shared her intention to bring up concerns regarding the relocation of a number of accessible parking spaces and the paratransit stops. Tara has the support of the committee to recommend that the paratransit stop on the East side of Tauzer

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		remain, as well as the accessible parking spaces that currently exist.
9. Next meeting agenda <ul style="list-style-type: none"> • DAC Database update • College Council update • Future Agenda Item: Update on “maps:” (Hold on map updates for 6-8 months until major construction projects are complete) 	2 minutes	Plan next agenda: <ul style="list-style-type: none"> • DAC Database update • Overall Shared Governance Conversation • Update on College Council / Committee Function • Update on Academic Senate presentation • Accessibility procurement process • Capital Projects Update • Facilities Management Update
10. Adjournment		Meeting was adjourned at 4:28 PM

(Next Meeting: Monday, February 22, 2021)

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