

April 26, 2021, 3:00 – 4:30 p.m.  
<https://santarosa-edu.zoom.us/j/91419721633>

TOPIC	Minutes
1. Note-taker: Facilitator: Kim	
2. Approval of Minutes for February 22, 2021 meeting	TJ moved to approve minutes from 2/22/21. Sarah seconded motion. All approved.
3. Housekeeping; check-in; rumors	CARES funds for VRI ~ Further discussion at a future meeting.
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>	Sarah reviewed history of this request with the committee. The last time the committee was asked to review, there was too little time, so reached out to MCO and KS to let them know. Do not have a process in place at this time. NO IELM funds to next year. Terrible news. Good news for the conversation is that we have the opportunity to build a solid process. Adhere to guiding principles set forth, and self check is what occurs at other institutions that MCO has been a part of. There is currently a purchasing process in place but we do not mimic that process for IELM. ITG chose to fund IELM requests because there was not funding last year and there were a few very important requests that had to be funded. ITG covered costs but can not do regularly. Is DAC the appropriate place to screen items? LB noted that this committee may be the perfect place to vet future purchases as part of the process. ED noted that there are some things that likely do not belong in DAC. Likes the suggestion of what Faculty will be asked before submitting a request. TJ mentioned we have a Textbook and

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	<p>Instructional Materials Committee that looks at accessibility. Thinks that nuts and bolts should be with Textbook and Instructional materials committee with oversight from DAC. KSnyder noted the identification of two bodies that have a parallel process. District wide software requests should be funneled through one process. LR mentioned overlap. She get's instructional materials - some but not all. District wide materials can exist in DAC, with instructional materials going to TIMC – per TJ suggestion. MCO thinks that the approval, would be tied to the approval for funding. Doesn't feel we need to create an entirely new process, but rather build in accessibility to the existing processes. Added to the ESCAPE software. LB wonders about overlap. Notes that there is no process currently to vet. Should DAC set the example by taken on a portion of the process for the committee. MCO noted we need an administrative process that all can follow. Suggested it be invested in the AP. SH suggested that the process can be included in the review of policies and processes, and embed a District wide AP when updating P&amp;P. LR has a process that we will be discussed today. The plan needs "teeth". TJ discussed the sequence of vetting the process. SH mentioned incorporating it into a Board created procedure, then we can make a suggestions and recommendations. LR notes that it needs to get through AFA and Faculty. SH discussed the subscription service for Board Aps ~ New term for SRJC. Due to</p>
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	<p>accreditation, all P&amp;Ps will be examined and re-worked. Current policy was pushed through 2 years ago. AP will be the “nitty gritty” AP development will include criteria. Next step is to examine templates from subscription service, then collect APs from other colleges. Start from the template first and then reach out. SH will get access for the template and <b>the group can discuss as a standing agenda item.</b></p>
<p>5. DAC Database/ADA Transition Plan</p> <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>1. 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>2. 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>	<p>RM described the Transition Plan as a risk based approach. Transition plan created by a consultant through Capital Projects. Data will be continually updated. The consultant will create the TP. The data base will continue to be kept up by many throughout the District. The TP will be what drives the update of the database. Facilities based item to manage with input from this committee and EHS. TJ gave historical perspective of DAC oversight with Facilities driving the conversation. SH gave a brief overview of the TP. Identifying all of the ADA barriers that exist is a huge undertaking. TP takes the survey information and then puts it into a plan that describes how barriers will be eliminated. Many will be removed due to Measure H projects. The exterior barriers that have been identified come at the end of these projects, and we address them through a campus wide landscape project. 1. TP would identify scope and sequence. Having the TP lets all know that the District understands the barriers and a plan on how to address the issues. TP goes from identification to</p>

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	<p>remediation. Database should be updated when we reach milestones. The TP can be a way that we can update everything that we have done to date. Measure H funds can cover the cost of a consultant. Facilities can give ongoing updates to DAC regarding items that have been completed. Measure H project completion will whittle away the information in the database. Part of the TP will no longer include items that have been addressed. Consultant – Architect will work with Facilities and Capital Project to create the TP. For liability sake the TP will be important to be reviewed by DSA. Approving the fact that we recognize we have these barriers and have a plan to address them. SHernandez noted that there is money in Measure H for repair. TJ questioned the use of another architect. SHernandez responded that the survey that was done was the first step to a transition plan. Now we need to put a plan together based on the information given. We haven't had the time to go into the database to check items off. There is no plan, and we need one. TJ also asked for timeline. SHernandez noted we can hire from the new Board approved architect pool. TJ moved that DAC support the hiring of an architect to create a transition plan, ED seconded the motion. Motion passed. <b>Update on this topic will happen at May 24<sup>th</sup> meeting.</b></p>
<p>6. Discussion on standards to assess software accessibility</p> <ul style="list-style-type: none"> <li>• Documentation/Testing/Procurement Process/Rubric/Plan – Don/Leila</li> <li>• Leila's draft language for goals:</li> </ul>	<p>Agree on standards for future software accessibility reviews. Where will this information live? Would it live in a</p>

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1. Continue to request accessibility documentation from vendors for District software purchases.
  2. Investigate requesting third-party accessibility verification for large-scale web applications.
  3. Create a rubric for determining the proposed software purchases that have the highest accessibility priority.
  4. Develop a plan for testing the accessibility of these high priority purchases.
  5. Explore creating a process for requiring accessibility accountability for vendors of high priority purchases.
  6. Include accessibility language and requirements as part of the contract process.
  7. The overall language in contracts should include accessibility as a high priority.
- Possible subgroup work with Lisa, Kim and Corinne
  - Update from Tara regarding report to Academic Senate?

purchasing procedure or in a technology procedure? Purchasing needs to be able to attend DAC to provide input. LB mentioned software that is mostly accessible but needs some instruction for use to create accessibility. Should this be a part of the process? *We need a way to get the message out to faculty about what is accessible and what is not.* ED brought up some aspects of the plan need to involve purchasing and may be covered by the creation of the rubric. Mentioned we can create a rubric that faculty can look at and understand. LR noted many holes regarding software that is coming in. Formalize information plan that is communicated throughout the District. **Next Steps: District needs to know that process needs to exist.** TJ asked why Tech Center is not vetting things. If the state is supplying software one is supposed to assume that it's been vetted. Comes with legal risk.

Policy language follows:

1. Procurement of ICT:  
Any member of the District community who seeks to purchase or utilize new ICT must ensure that the product is accessible, in consultation with the Coordinator of Online Accessibility, before purchasing or acquiring it. If a fully conforming product cannot be found, the most conforming product must be purchased. In the case of a non-conforming purchase, the responsible

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	<p>department must commit to ensuring that the service in question can be accessed in a timely manner and alternate format by an individual with a disability. If an equally effective accommodation cannot be provided, use of the ICT cannot be required.</p> <p>SH will reach out to Kate to codify the template that can encompass information. SH will get committee information regarding the template. TJ will bring item to AS as senator. Report back on this at May 24 meeting.</p>
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<p>7. Committee Function Review</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>Finalize revisions</p> <p><b>THIS TOPIC WAS MOVED TO THE MAY 24<sup>TH</sup> AGENDA FOR DISCUSSION THEN.</b></p>

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<p>8. Goals for 20/21</p> <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>	<p>THIS TOPIC WAS MOVED TO THE MAY 24<sup>TH</sup> AGENDA FOR DISCUSSION THEN.</p>
<p>9. Next meeting agenda</p> <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>	<p>Please see yellow highlighted items for agenda planning purposes for May 24 meeting.</p>
<p>10. Adjournment</p>	<p>4:32</p>

(Next Meeting: Monday, May 24, 2021)

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