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17th Meeting - April 18, 2018

April18\_UA\_508\_Agenda.docx

Web Accessibility Complaint Process\_Gav18\_04-16-18.docx

ITIC.ORG - VPAT Info

Accessibil-IT: A Refresh of Section 508 Standards

Accessibility Documentation and VPATs Webinar-04-05-18

**Section 508 Task Force Meeting Minutes**  
**Wednesday, September 27, 2017 3:00pm to 4:00pm**

Present

Brooke Boeding, Eric Ramones (co-chair), Dana Young, Karl Sachtleben, Jane Maringer-Cantu (co-chair), Sabrina Lawrence, Jeanne Alamdari

Absent

Fred Harris, Kyle Billups, Wade Ellis

Minutes

The minutes from the March 29, 2017 meeting were approved.

**MSC** (D. Young/E. Ramones). Vote: 2 abstentions. Approved as presented.

Welcome to our New Member

The task force members welcomed Jeanne Alamdari as our Purchasing Agent representative. She will be replacing Connie Campus. The members introduced themselves, and they gave a brief explanation of the task force's purpose and goals.

Web Accessibility

Karl reported on the status of the Compliance Sheriff results and the Gavilan website. He continued to fix the errors each month. Many of the errors were in the background colors, specifically the different shades of blue. These various shades of colors make it difficult to distinguish for individuals with color blindness. He has continued to work on the main landing pages, and he has fixed over 3000 errors. The counseling and financial aid pages are error free. The PDF documents still have access issues.

Accessible Online Materials

Jane, Brooke and Sabrina suggested that the committee read the articles on the University of California, Berkeley, on making sure all educational materials online are accessible. Sabrina mentioned the issue of captioning is the responsibility of the instructor. Sometimes the auto captioning feature in YouTube works and sometimes it doesn't, but faculty do have the option of the DECT grant.

Goals & Focus of Semester

a. Trainings and Materials – Portland example booklet

Jane reported that the AEC would like to update the Portland booklet on how to make your online course materials accessible.

b. Equidox – converting PDF to accessible PDF documents

Jane & Karl reported that Nancy has gone through the training, and the Chancellor's Office is giving each campus 3 licenses. Jane is going to receive one of the licenses, so she can try the program on the campus website PDF documents.

c. VPAT's

Eric asked if we have seen the VPAT for the software program called "Board Docs" that the District is thinking about purchasing. They discussed this product at the Cabinet meeting. Jane

suggested that the VPAT may state that the interface is accessible or meets the 508 standards, but that does not guarantee that the documents or materials that are uploaded are accessible. Karl met with Nancy to discuss her process for delivering the board minutes, agendas, and documents. Even though the documents are digital (scanned/electronic), does not mean that they are accessible. Sabrina suggested that we make a recommendation to the District Tech committee that individuals who submit documents for the Board meetings must be trained on how to make their materials accessible. Eric suggested that we align business procedures to Section 508 where feasible and that may mean the Gavilan business processes and practices need to be changed.

### Meeting Dates and Times

October 27, 2017

November 29, 2017

December 13, 2017 (finals week)?