

Gavilan College
Universal Access Task Force Meeting Minutes
Wednesday, March 28, 2018
3:00-4:00pm

Present

J. Alamdari, B. Boeding, J. Maringer-Cantu, (co-chair), D. Young, K. Sachtleben

Absent

E. Ramones, (co-chair), Z. Bunch, K. Billups, F. Harris, W. Ellis, S. Lawrence

Minutes

The approval of the minutes from the November 29, 2017 meeting was tabled until the next meeting.

Web Accessibility

a. Compliance Sheriff Report - Karl reported on the status of the Compliance Sheriff scan results and the current Gavilan website. He continues to make progress on correcting the errors each month.

b. Web Accessibility Complaint Process - Karl explained that he and Jane attended an ICT Accessibility training workshop on January 9, and they gave us an example of a Web Accessibility Complaint and Resolution Process to adopt along with adding the Accessibility link and reporting form on the Gavilan website. It is important that we have a process in place to address accessibility issues, and document the complaint process log to ensure transparency. The members developed the first draft to be reviewed with the District Technology Committee at their next meeting. They made suggestions to Karl on how to design the Accessibility website. Eric told Jane that he would be named as the contact person in the grievance section of the process. Karl stated that we have not had any complaints as yet.

Accessibility Plan

a. Institutional ICT Accessibility Guidance Checklist - The members discussed how we could get feedback from all the members on completing the checklist for designing our Accessibility Plan. It was recommended that we send out the separate sections to the responsible leads, so Jane agreed to distribute them for the next meeting.

Universal Design / Universal Access Resources

The committee did not have time to discuss the Universal Design /Access Resources at this meeting. They will add them as agenda items at the next meeting.

Meeting Dates and Times

The final meeting times for the Spring 2018 Semester meetings are April 18 and May 16 from 3-4pm TLC.