SANTA ROSA JUNIOR COLLEGE

Attended: Theresa Richmond, Kim Starke, Robin McHale, Lisa Beach, Jennifer Richardson, Kathy Burton, Erin Daniels, Corrine Haverinen, Dana Throckmorton and Paul DeMartini.

I.   HOUSEKEEPING; CHECK IN; RUMORS

II.   APPROVAL OF MINUTES

September 23, 2024 Meeting Minutes

III.   COMMITTEE GOALS FOR 2024/25

- Implement and Support the Accessibility Capability Maturity Model (ACMM) Or if this gets delayed or postponed)
- Self-Evaluate following ACMM Guidelines

IV.   NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. Review of Committee Structure and Membership

    - Continued discussion about having a Tri-Chair leadership of committee. Should return to College Council to confirm changes to committee structure and members. Kim could go to answer questions, etc. CC did confirm this is an Advisory Committee.

    - Continued discussion about the ACMM. Cabinet originally said no due to too many other initiatives to tend to. Corrine reached out CCC Technology Center and shard information received with the group about trainings and resources available on their website. Maybe should bring back to Cabinet to reconsider. Or wait for new VP HR. Makes sense to wait until the Spring. It would be good to have Faculty buy in rather than discipline.

    - Theresa will review policy again. Some members can start doing some of the trainings and bring feedback.

2. Continued discussion about Faculty using scanned pages (Corrine)

    - Paul shared the draft form for Faculty who use scanned documents. It would be a web page on Distance Ed. Committee reviewed and discussed the form. Once the form is finalized and ready, it will need to be shopped around. Theresa suggested sharing with Josh Adams and John Stover. Maybe present to Academic Senate. Paul, Corrine and Kathy will work on the form. When finalized, Lisa will bring to Josh for his opinion.

V.   OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

- None

VI.   MEETING RECAP & PLAN NEXT MEETING AGENDA

- Committee Status
- Create presentation about ACMM

Next meeting – November 25, 2024