

DISTRICT ACCESS COMMITTEE (DAC)**MINUTES****MARCH 28, 2022****3:00 – 4:30 PM**<https://santarosa-edu.zoom.us/j/95945961990>

Attended: Gene Durand, Desiree Canevari, Kathy Burton, Corrine Haverinen, Leila Rand, Erin Daniels, Lisa Beach, Kim Starke, Hank Lankford and Tara Johnson.

I. HOUSEKEEPING; CHECK IN; RUMORS

- *Gene apologized that Serafin would not be able to attend meeting. Still working on hiring a contractor to review the Transition Plan.*

II. APPROVAL OF MINUTES – APPROVED AS IS

February 28, 2022, Meeting Minutes

III. COMMITTEE GOALS FOR 2021/22

- Implementation of revised ADA Transition Plan
 - *Will discuss at next meeting*
- Revised BP/AP for Accessibility (incorporating procurement)
 - *Leila asked about the new Board Policies and Administrative Procedures that are currently under review and asked if anyone in the workgroup is working on the accessibility issues.*
 - *Lisa stated that she is on the committee and will keep an eye out for that.*

IV. NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. A replay of the Accessibility Workgroup presentation to the BOT. (Kim)
2. Digital Material Accessibility. (Kim)
 - a. Kim and Lisa shared the presentation that was presented to the BOT in December regarding Online Accessibility and lead discussion. They shared concern that most of the added work has been funded with COVID funds and there is concern about being able to continue after the those funds are no longer available.
3. Discussion after presentation.
 - Gene started out by commenting that the presentation to the Board was exceptional and that it would be great if it were an annual presentation. The work is commendable and great for students.
 - He also commented that while the volume due to being 100% remote may not remain, that some enhanced support would be need as we normalize, and he is wondering what the cost would be for staffing and resources.
 - Lisa referred to the 3 charts in the presentation. One was only about Canvas use, but

the other two were meant to predict future needs and that the dollar amount was pretty accurate. She also indicated that the last chart was a good indication of what will be needed for a 20% - 30% range for remote teaching. Pre-pandemic was approximately 12% remote teaching.

- Corrine commented that the increase in digital content would most likely increase whether face to face or online.
- Kim agreed that with increased awareness more faculty are using videos and other digital tools in their teaching. Not only on-line classes are using digital media.
- Lisa mentioned it is difficult to predict or even give a logical guess. Especially since the use of STNCs was a hot topic and discouraged prior to the pandemic.
- Gene questioned that for an on-going basis, what is the cost and for how long.
- Lisa, the need will not go away anytime soon.
- Gene commented that once a course has been updated, it won't need to be done again.
- Kathy said she spends about 3 – 4 hours per week on white board for just one student.
- Lisa – all courses were reviewed regularly and then the work stopped for the pandemic. A 50% Accessibility Tech working with Corrine to review courses and assist with making accessible, then a 6-year cycle. The position could become permanent.
- Gene – happy to advocate for the work needed to make things accessible. What is the anticipated capacity. Would like to continue the conversation.
- Lisa – cost slide from presentation is pretty accurate for an STNC or possibly a 50% classified position after COVID.
- Gene – will need to impress that it's not just a COVID thing. Depending on the number of students and the percentage of sections that are remote; need to simplify the explanation so that the message will be better received. Start broad and then narrow to specific issues.
- Kathy – We have the data needed.
- Corrine – It's overwhelming to review all with the number of sections, the number of faculty and the number of students.
- Kim – This group recognizes the importance and needs to be meaningful to the rest. Need to fine tune and shorten the presentation to the meat of the issue – funding will go away sooner than the need will go away. Don't want to see a recess in the needed work. Need to keep staff.
- Tara – seems like you have all the necessary information to go forward with a request for added workforce.
- Lisa – Understands that the data can be cleaner and wants to find the best way to communicate the need.
- Gene – The goal is to make SRJC a more welcome and open environment that is barrier free and accessible. We need to make it easier for the BOT and non DRD people to understand.
- Erin – How do we reinforce Distance Ed?
- Lisa – Slow to move Distance Ed to Instructional Technologies. Not just w/on-line teachers. Should be referred to as Instructional Technologies or Digital Technologies.
- Kim – thanks for letting them share and discuss this important topic. There are many benefits and not just for DRD.
- Tara – This is off the radar for many who don't normally use. But they need to understand that these are legal matters and could lead to possible lawsuits. We need to get these positions filled by June.

V. OLD BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. Facilities Improvements/DAC Database/ADA Transition Plan
2. Discussion on standards to assess software accessibility
 - *Leila – She and Stephanie are still working on this item.*
3. Campus Maps and Signage
 - *Kim – Serafin ordered decals in is in process of getting them. Thought they would be up soon.*
 - *Tara – They are not up yet.*
 - *Kim – Sent message to Serafin. Read email from Stephanie, said signs would be up today. Said it would be great if Serafin could attend even part of our meetings to provide updates and alert when there are changes.*
 - *Gene – will work on getting him to the meeting.*
 - *Kim – it's a challenge that we only meet once a month.*
 - *Hank – Commented on signs and wayfinding – the project was given to David Liebman, they are currently being made and should be done by the end of the week. The signs are the same size as the current ones and can be placed right over the existing signs and will be updated as needed. Hope for permanent signs in a year or so.*
 - *Kim – could there be a regular review of the temporary signs throughout the construction. Some are very old. Need for accurate wayfinding.*
 - *Hank – Great idea, will bring up at the next Project Coord. meeting. Lots of movement going on right now with departments and offices.*

VI. MEETING RECAP AND ACTIONS ITEMS

- *Serafin to hire consultant to review and update the Transitional Plan and will invite to next meeting.*
- *Update campus signage from Hank.*
- *(This came up at the last meeting, but was not discussed) Discuss possible solutions to parking issues with increased staff and students on campus.*

VII. PLAN NEXT MEETING AGENDA

- *Next meeting – April 25, 2022*

Ideas for next meeting:

- ✓ *ADA Transition Plan*
- ✓ *Maps & Wayfinding*
- ✓ *Funding for on-going accessibility efforts (Digital Instructional Material Accessibility)*
- ✓ *Stephanie regarding Purchasing*