

<b>Committee Name:</b>	Web and Electronic Resource Accessibility Committee		
<b>Members attending:</b>	Bethany Emory, Scott Baker, Tonya Basse, Caleb Brower, Cheryl Contino-Conner, Dale Hall, Dianne Lindgren, Erin McCully, Laurel Radley, Polly Russell Not in attendance: Pam Bell, Scott Cline, Lisa Fisher, Patty Wall		
<b>Date of Meeting:</b>	11-21-16	<b>Time:</b>	3:00 PM
<b>Meeting Purpose:</b>	Initial definition of committee scope and product	<b>Meeting Chair:</b>	Bethany Emory
		<b>Minutes Prepared By:</b>	Erin McCully

**1. Discussion notes** *(add rows as necessary)*

- What have we accomplished, and what is the committee's goal(s) moving forward?  
*It is the goal of the Web Accessibility Committee to set short term and long term goals toward the end of making materials accessible to the SCC Community. These goals are prioritized based on the student impact, cost and availability of resources.*
  - Analyze
    - [Working list of projects / needs](#)
  - Define Goals
    - Committee agreed with goals as given above.
  - Develop a Plan
    - Dale suggested that web-based courses be required to meet a small number of ADA guidelines, perhaps included in the Course Readiness Review Checklist, such as font sizes, colors. Committee discussed that this could be recommended (along with other ADA guidelines) or required. Discussion followed about informing faculty about ways to make materials more accessible (in both face-to-face and online courses), perhaps through professional development. Discussion continued on whether or not compliance with any requirements could be monitored and it was determined by the committee that it could not, with the exception of some ADA guidelines being included in the Course Readiness Checklist for fully-online courses only.
    - Bethany reminds committee that we must build a plan in order to make the earlier discussion part of said plan; Cheryl says that we need a 5-year plan but that the college is working on creating a committee that will address accessibility beyond the web and electronic resources that this committee is focusing on. Our plan must fit into the overarching college accessibility plan. Bethany says our plan must include information on resources, processes, and getting faculty necessary information and support. It is also clarified that this committee deals with all electronic resources, not just instructional electronic resources.
    - Everyone will look at the sample plans and the Working List of Projects/Needs in the Google Drive folder that Bethany will re-share with committee members. At the next meeting, we will move forward with designing a plan based on this information.

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**2. Decisions or recommendations** *(add rows as necessary)*

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**3. Action Items** *(add rows as necessary)*

<b>Actions</b>	<b>Assigned to</b>	<b>Due Date</b>
• Share Google Drive files with committee members again	Bethany	
• Examine sample plans and the Working List of Projects/Needs	All committee members	
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