

Committee Name:	Web and Electronic Resource Accessibility Committee		
Members attending:	Scott Baker, Tanya Basse, Caleb Brower, Cheryl Contino-Conner, Bethany Emory (Chair), Dianne Lindgren, Erin McCully, Laurel Radley, Patty Wall		
Date of Meeting:	1-17-17	Time:	3:00 PM
Meeting Purpose:	Definition of Plan Format and development of details	Meeting Chair:	Bethany Emory
		Minutes Prepared By:	Erin McCully

1. Discussion notes (add rows as necessary)

- Discussion of Sample plans - what did we love, what did we hate?
- Division of Duties (once we decide on what it will look like - who will help to craft which details?)
- Approval Process
- Timeline

2. Decisions or recommendations (add rows as necessary)

- Discussion of the sample plans led to choosing [Red Rocks CC's Web Accessibility Plan](#) to be the sample preferred by the committee. Our plan's structure will be modeled after this plan.
- Division of Duties includes:
 - o IT - Patty and Scott
 - o Student Support Services - Cheryl (payment, billing) and Tonya
 - o Learning Support Services - Dianne and Erin
 - o Instruction - Laurel and Bethany
 - o Website - TBD with Patty

A five-year plan will be developed for each of these areas. The document must also include purpose, scope, and rationale.

- We agreed to develop the plan in Google Docs, and the development documents are in this Shared Folder - https://drive.google.com/drive/folders/0B-N0jp4_jru7X2VaOXRubm5SYTQ?usp=sharing

Polly will assist with compilation of the materials once submitted.

- Timeline:
 - o End of February for a rough draft from each area
 - o In March/April, we will get it polished, then it needs to be submitted to:
 - ISSA
 - Cabinet
 - Faculty Senate - deadline of mid-April

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

Actions	Assigned to	Due Date
<ul style="list-style-type: none">• IT	Patty and Scott and Caleb	End of Feb
<ul style="list-style-type: none">• Student Support Services	Cheryl (payment, billing) and Tonya	End of Feb
<ul style="list-style-type: none">• Learning Support Services	Dianne and Erin	End of Feb
<ul style="list-style-type: none">• Instruction	Laurel and Bethany	End of Feb
<ul style="list-style-type: none">• Website	TBD with Patty	End of Feb
Overview and Lit / Research review	TBD, Bethany will start	End of Feb