![Southwestern Community College logo]

COMMITTEE
MEETING MINUTES

Committee Name:	E-Learning Committee		
Members attending:	Erin McCully, Chris Akers, Bethany Emory, Barb Putman, Danell Moses, Peggy Vos, Scott Cline, Sheri Turk, Carolyn Porter, Sharon Lauffer, Alison Carter, Tonya Basse		
Date of Meeting:	02-17-2020	Time:	1:00 PM
Meeting Purpose:	CRR Update	Meeting Chair:	Erin McCully
	Web Accessibility	Prepared By:	Chris Akers

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

- Reminder that we are including Web Accessibility on the Course Readiness Review, which will also now include hybrid courses.
- Document presented at meeting: https://docs.google.com/document/d/1-7VJdXhM-VWLHRExxGv2YfUIYflRwwMupJv2rSVRYnk/edit?usp=sharing

Fall 2020 Course Readiness Reviews - Accessibility

Reminder of Course Readiness Review Plan for Fall 2020 (as previously determined by the E-Learning Committee):

- *All* online and hybrid courses will be reviewed
- The new Course Readiness Review includes Accessibility components

I reviewed Spring 2020 courses to see whether they would meet expectations on the new Accessibility components for the Course Readiness Review. Accessibility components of the review are below:

Accessibility / Universal Design Principles	☐ 1 – Images and graphs are described via an alt-tag. ☐ 2 – Images contained within documents and PPTs include alt-tags. ☐ 3 – PDFs that contain text are not merely image scans. ☐ 4 – Tables are set up as text and not embedded as images. ☐ 5 – Consistent use of font and colors (consistency, legibility, accessibility).

Courses Reviewed: 27

Number Meeting Expectations of new accessibility criteria on CRR: 3 (11%)

Affect on instructors whose courses need to be updated based on each of the accessibility components (listed in order of time likely required) :

Criteria	Percentage of reviewed courses that met expectations	Time required
Images contained within documents and PPTs include alt-tags.	11%	😠 Probably lots
PDFs that contain text are not merely image scans.	78%	🙁 A fair amount
Tables are set up as text and not embedded as images.	100%	😬 Some, depending on how many
Images and graphs are described via an alt-tag.	85%	😑 Not much
Consistent use of font and colors (consistency, legibility, accessibility)	93%	🙂 Not much at all

3 Possible Paths (of many):

Option 1:
-   Aim for 99% courses meeting expectations within a week of the course start date

Option 2:
-   Aim for 75% of courses meeting expectations by the course start date

Option 3:
- Aim for 99% of courses meeting expectations with only first 3 modules reviewed; have the rest of the semester to get the rest of the course up to expectations (with training and support provided)

- 3 options to accomplish this - committee chose by unanimous vote to do option 3, to look for the first three modules to meet the standard when the class starts, and all modules by the end of the term.

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

Communication:
- Email first to everyone (not just those affected) from E-Learning
    - Resources available (open lab, sessions to talk about the updates to the review process, video that shows you what to do, etc.)
    - Pre-reviews for these new accessibility standards available (in current course or new course)
    - Let them know we can't do a regular review until the courses are copied into the new shells
    - Week after spring break suggested to get the word out
- Email a more lengthy follow-up
- Email follow-up from Deans
- Hybrid instructors:
    - Targeted message just to hybrid instructors (from E-Learning team/committee)
    - Then follow-up (from their dean?)
    - Instructors: Mr. Joseph W. Griffith Sharon H. Lauffer Mr. Brian P. Kane Mr. Trevor J. Rundle Brian A. Ritter Ms. Deanne R. Oppermann Mr. Kenneth R. McCall Mr. Christopher Pulsifer Mrs. Amy J. Russ Amber C. Sutton Pamela W. Smith Ms. Vicki L. Todd Ms. Melissa Conn Ms. Andrea L. Kennedy Ms. Kimi C. Walker Sandra L. Newes Ms. Tracy Y. Chapple Mr. David L. Jons

3. Action Items *(add rows as necessary)*		
Actions	**Assigned to**	**Due Date**
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