

# FOOTHILL COLLEGE ACTION Meeting

## MINUTES

**Date:** June 19, 2012

**Time:** 4:00-5:00 p.m.

**Location:** Toyon Room

### *Attending*

Judy Baker, Brian Stanley, Marc Knobel, Bill Ziegenhorn, Mimi Will

### *Agenda Items*

- Welcome and introductions
- Purpose and goal of taskforce
- Report on current status of online accessibility requirements and compliance at Foothill College
  - Timeline for complying with accessibility requirements
  - Existing support and resources for faculty
  - Invitation to 2012 Summer Online Accessibility Bootcamp hands-on training events
- Identify faculty needs for verifying compliance and for meeting requirements (e.g., training, software, tech support, etc.)
  - Brainstorm solutions for meeting identified needs
- Taskforce Action plan for 2012-2013

### *Discussion Detail*

- Welcome and introductions

Taskforce members went around the room and introduced themselves
- Purpose and goal of taskforce

The goal of the ACTION taskforce is to ensure that all required instructional materials delivered electronically at Foothill College are in compliance with Federal accessibility requirements. This taskforce will serve to get input from faculty, staff, administrators, and students about how to address accessibility issues in fully online and hybrid courses at Foothill College.
- Report on current status of online accessibility requirements and compliance at Foothill College
  - Timeline for complying with accessibility requirements

The tentative timeline was created to help meet accessibility requirements, incrementally, to meet the goal of full compliancy by Fall 2014. Faculty can easily feel overwhelmed with the prospect of meeting

all requirements by the deadline date, so emphasizing the phasing in of the accessibility requirements is most important.

- Existing support and resources for faculty
  - Presentations have been made at division meetings and to the new faculty group to inform and to spread the word. Emails reminders are sent regularly to Etudes trained faculty.
  - Tutorials are available on the FGA website:  
<http://www.foothill.edu/fga/accessibility.php>.
  - The District will begin upgrading MAC users with Word for MAC 2011 to convert files into compliant documents.
  - An accessibility compliance presentation will be included in Opening Day activities.
  - Once the new Technology Training Specialist and student employee are in place, FGA will be more fully staffed and prepared to focus efforts on assisting faculty with meeting compliancy goals.
- Identify faculty needs for verifying compliance and for meeting requirements (e.g., training, software, tech support, etc.)
  - Brainstorm solutions for meeting identified needs
    - Faculty expressed concern about the extra workload involved in achieving accessibility compliance
    - Faculty stated that there would be a loss in the quality of their teaching materials if they decide to reduce use of rich multimedia in order to make the accessibility compliance issues less time-consuming.

### *Handouts/Documents*

- Tentative Timeline for Accessibility Compliance Draft 3
- Strategies to Promote Compliance with Accessibility Requirements