![Southwestern Community College logo]

**COMMITTEE
MEETING MINUTES**

Committee Name:	Web and Electronic Resource Accessibility Committee		
Members attending:	*Scott Baker, Tanya Basse, Cheryl Contino-Conner, Bethany Emory (Chair), Dianne Lindgren, Erin McCully, Laurel Radley, Patty Wall, Scott Cline*		
Date of Meeting:	1-17-17	Time:	10:00 AM
Meeting Purpose:	Review of Plan Rough Draft	Meeting Chair:	Bethany Emory
		Minutes Prepared By:	Erin McCully

1. Discussion notes *(add rows as necessary)*
● Discussion of overlap of areas in the plan; decision to combine all of the information into one (not keep separate)
● IT added some items, Patty will add something more about Read & Write is installed in the Appendix. Discussion of whether merging the IT and Web Site admin materials together was

● Discussion about 2 week update/accommodation process - what is legal and what is not, how much lead time can we get?
      o Lead time is really hard to get
      o Students under no legal obligation to request accommodations, and may honestly not even know that they are required prior to the start of a course
      o Plan felt more solid if we could suggest a time frame

● Timeline

2. Decisions or recommendations *(add rows as necessary)*
● Decision to combine all of the information into one (not keep separate)
● Instead of setting a time frame, a decision to take the route of: ○ Students who have an ESP on file will be contacted periodically throughout the term to ensure accessibility of materials. Should a need be identified through this process which could be fulfilled through a reasonable accommodation, these accommodations will be put into place within a two week time frame. Should no reasonable accommodation exist an alternative "soft landing" will be implemented by the college.

● Decided deadlines:
    o 2/23 (noon) for all of us need to be done
    o 3/3 for Polly being done
    o 3/8 - for ISSA
    o 3/14 or 3/21 - Cabinet Meeting
    o 4/10 for Faculty Senate

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3. Action Items *(add rows as necessary)*		
Actions	**Assigned to**	**Due Date**
● Compile Doc	Bethany	2/24
● Final edit / Formatting	Polly	3/3
● To Cabinet	Bethany	3/7
● To ISSA	Bethany	3/8
● To Faculty Senate	Laurel / Bethany	4/10

The plan was approved by the President's Cabinet and ISSA groups. Due to change in leadership, the document was provided to faculty senate, but end of year meeting has yet to be held (4/27/2017)