

Rogers State University

Web Accessibility for Higher Education

Meeting Minutes

January 30, 2015

Rob Carr Guest Speaker

Team Members:

- Leah Asbury – Disabilities Coordinator
- Dr. Emily Dial-Driver - faculty
- Allison Embry-library services
- Kelli Fields-web coordinator
- Kay Brown – LMS Administrator
- Dr. Gary Dotterer – Director of CTL
- Dr. Sara Beam- Writing Center Coordinator
- Dr. Mary Millikin- Assist. VP of Accountability & Academics
- Dr. Richard Beck- VP for Academic Affairs
- Dr. Brent Marsh- VP for Student Affairs
- Brian Reeves – Director of Information Tech.

Invitations sent out 2/2/2015:

- Human Resources – Kristi Mallet – Director of Human Resources
- Procurement – Christie Lamberson – Procurement Coordinator

Notes from the meeting:

- Meeting - Frequency
 - It was recommended that we start out by meeting monthly or every six weeks.
- Where do we begin?
 - Begin looking at the RSU Website, HillCat Hub, and the Learning Management System (LMS) Angel.
 - Kelli Fields has been following accessibility guidelines with the institutional site.
 - The LMS (current subject to analysis) and the new platform, as training content is being developed make sure accessibility is built in and that within the training accessibility becomes a part of the discussion.
 - HillCat Hub would need to be discussed with the IT department.
- Establish Institutional Goals
 - The team should identify areas that need to be addressed. Take small steps to reach our institutional goals.
 - What are our goals?
 - Digital content both institutionally and course specific be compliant with Section 508 of the American Disabilities Act as it relates to financial, personnel, training, and equipment. Simply there is no way Rogers State University can comply 100% with Section 508 of the American Disabilities Act.
 - Areas of consideration
 - Procurement
 - Human Resource (i.e. employee documents and documentation)

- Technology Equipment (i.e. classrooms, labs)
- Digital Content
 - Alt Text
 - Color Contrast
 - Closed Captioning – ask publishers or creators if they have a script or a CC version of a video media
 - Word – Tables, Formats
 - PDF – screen shots, scans, or images

Training:

- Types of training that would involve accessibility should become part of the training vocabulary. Incorporate accessibility into CTL training, departmental training, and other workshops
- Teach staff, faculty, and administration how to add accessible content, check for accessibility violations using various software.
 - Microsoft Office
 - Word – there is an accessibility checker – Kelli Fields.
 - PowerPoint
 - PDF documents - NetCentric – leading provider of software products (PDF solutions to accessibility) and professional services to meet accessibility obligations (digital content).
<http://www.commonlook.com/company>
 - Video Closed Captioning – Camtasia or other video editing software
- Faculty Development – ready to help market and encourage faculty to attend Accessibility Training opportunities
- Time Management – be able to teach and learn techniques to comply with accessibility compliance
 - Legacy content: As we edit or update existing documents or documentation begin incorporating accessibility. New documents or content add accessibility features.
- Textbooks – Bookshare – Promote accessible text awareness.
- Is there a student disability awareness group? (Dr. Marsh consideration)

Rogers State University

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Meeting Minutes

April 22, 2015

Members Present:

- Leah Asbury – Disabilities Coordinator
- Kay Brown – LMS Administrator
- Dr. Gary Dotterer – Director of CTL
- Allison Embry-Library services
- Kelli Fields-Web coordinator
- Christie Lamberson – Procurement/Accounts Payable Coordinator
- Kristi Mallet – Director of Human Resources
- Dr. Brent Marsh- VP for Student Affairs
- Dr. Mary Millikin- Assist. VP of Accountability & Academics
- Brian Reeves – Director of Information Tech.

Members Absent:

- Dr. Sara Beam- Writing Center Coordinator
- Dr. Richard Beck- VP for Academic Affairs
- Dr. Emily Dial-Driver - Faculty

Voluntary Product Accessibility Template (VPAT):

- **Webinar – Who attended the VPAT session Tuesday?**
Christie Lamberson & Dr. Mary Millikin
 - What did you learn?
- Terms – many times the acronym VPAT is not recognized by vendors. Other terms that may be helpful when requesting documentation:
 - Web Content Accessibility Guidelines (WCAG)
 - Section 508
- Examples
 - What technology tools, software, and other third party services are used by your department?
 - **Assistant Vice President of Accountability & Academics Department:**
 - SPSS – Statistical Package for the Social Sciences
 - ZIP Survey – Software for creating online surveys
 - Qualtrics –
 - ETS Testing Software – Cognitive software published by ETS.
 - **Human Resources:**
 - PeopleAdmin
 - **Center for Teaching and Learning:**
 - Google Products, Google Mail, Google Calendar
 - TechSmith - Camtasia – video editing software

- Big Blue Button – lecture recording software
- YouTube – not a VPAT but accessibility software
- Adobe XI Pro
- Blackboard Learn 9.1
- Microsoft Office - <http://www.microsoft.com/en-us/government/products/section-508-vpats/default.aspx#fbid=YlpKIK5VdRM>
- What about the following services:
 - SAM
 - My Math Lab
 - Cengage
 - Norton Publishing

Team members will be responsible for putting together their respective lists and submit to the Director for the Center for Teaching and Learning no later than June 1st.

Allison Embry and Dr. Gary Dotterer will construct a survey to be sent out to department directors and department heads. The survey will collect departmental data regarding online tools, software, services, and other third party services. Kelli Fields suggested a webpage that contains links to online VPATs or accessibility documentation. Creating a web page and having this information available on the web gives the public, students, employees, etc. access to the institutions Voluntary Product Accessibility Templates or accessibility documentation.

Web Accessibility Policy

- Do we have a web accessibility policy? No. The team determined that the web accessibility policy would be beneficial. This would be made available on the RSU web site.
- Template - <http://www.w3.org/WAI/impl/pol>
- Who would like to conduct research on this topic?
Leah Asbury – Leah will communicate with Brian Reeves

Does this policy have to go through OU legal? (Dr. Mary Millikin will inquire)

Training

- The key is to frame accessibility into all training.
- CTL is putting together a training “Academy” which will encompass accessibility in training
 - Examples
 - Word - Styles – applying styles to your documents
 - PDF – Using the OCR reader and accessibility checker tools
 - Camtasia – Adding Closed Caption to your video

Analysis

- Learning Management System – Rob Carr suggested English Composition course
Dr. Mary Millikin will ask Dr. Emily Dial-Driver if AbleTech can examine part of her English Composition course.
Others who teach the course are:
- Website: Home Page, Human Resources, Department Home Pages, Student Affairs
Kelli Fields currently uses the WebAim checker that can be found on webaim.org to test accessibility with the RSU website and pages.

Student Disability Awareness Group

- Invite students with disabilities to our meetings to help establish accessibility needs as it applies to technology? Yes, having student representatives from Student Organization Disability Awareness (SODA) be a part of our regular meeting would be beneficial. Leah Asbury noted that most of the organization members will be graduating this year. Leah Asbury stated that she would talk to some of the members to see if they would be willing to meet with the team.

Bookshare – <https://www.bookshare.org/cms/bookshare-me>

- For some institutions the service is free
- Volunteer to conduct research

Leah Ausbury stated we have an account. She currently assists students looking for alternative textbooks using BookShare.

Where do we go from here?

Will training that involves accessibility be mandatory? Dr. Gary Dotterer will inquire about training.

Rob Carr questions:

- Can we have a demonstration on how to use Accessible Technology?
- Social Media sites; Facebook, twitter, etc. – Do we need to have on file VPAT information for these sites?
- During Live streaming of events on the RSU campus, does that fall under our purview? (movie night for students that is shown on campus; graduation video stream, etc.)
- Faculty who creates and uses their own textbook in a course? How do you provide individuals with disabilities an alternative copy?

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May 29, 2015

- I. Discussion of the need for a short purpose statement and published list of committee members.
 - a. No bylaws will be necessary for the WAHE committee but all agree a short mission statement and membership list are appropriate.
- II. Approval of minutes from April 22, 2015—10:10am
- III. Election of a committee secretary
 - a. Leah Asbury will act as secretary.
- IV. Discussion of WAHE meetings for June and July
 - a. Dr. Dotterer will create a Doodle poll for dates in June and July.
- V. Old business
 - a. VPAT lists are due by all committee members no later than June 1.
 - i. See agenda appendix B for a working list of current VPAT's.
 1. Jenzabar VPAT is forthcoming.
 2. IBM-SBSS VPAT has been acquired.
 3. Agenda appendix A includes a list of faculty and staff that have participated in the VPAT survey.
 4. The VPAT survey will be included on the agenda for the next Academic Council meeting to raise awareness and participation.
 - b. Accessible keyboards for students, faculty, and staff with visual impairments are available in multiple labs across all three campuses.
 - c. Overview of web accessibility policies
 - i. University of Oklahoma statement on web accessibility
 - ii. Cameron University's web accessibility policy
 1. Policy does well to reference World Wide Web Consortium and Web Aim.
 - iii. Sample policy packet
 1. Included information from California State University initiative memo, University of Wisconsin—Madison, Michigan State University, Ohio State University.
 - d. Syllabi accessibility checker
 - i. Accessibility checker tool is incompatible with Word files older than the 2010 Office suite.
 - e. Bookshare
 - i. Given the extended time frame to access some alternative texts, there was a discussion to include Bookshare on the RSU website for students.
 1. Disability Services and the Library will work together to research this topic.
 - f. Questions for Rob Carr
 - i. Agenda appendix C includes Rob Carr's answers to committee questions submitted April 22, 2015.
 - VI. New business
 - a. Training during Convocation
 - i. Convocation is tentatively scheduled for Thursday, August 13, 2015.
 - ii. The WAHE committee could offer accessibility training within larger breakout sessions for Word, PDF files, and syllabi (with accessible template) to gain attendance.
 1. Volunteers may include Kelly Hicks, Prof. Thomas Luscomb, Dr. Gary Dotterer, and Rob Carr.
 - iii. Another possible way to raise WAHE awareness could be an introduction given by Rob Carr to faculty and staff.

1. Lessons from Missoula—How to Avoid an OCR Complaint.
 2. Possible time slot on Friday, August 14, 2015 with future training opportunities.
 - a. Awaiting final Convocation schedule from Dr. Rice and pending Rob Carr’s availability.
 - iv. Should the WAHE committee focus training first on staff and then faculty?
 - b. E-Campus login and navigation for committee members
 - i. If you do not have access to E-Campus, please contact the CTL, ext. 7703.
 - c. “Disability and Inaccessible Electronic and Information Technology”
 - i. Discusses OCR findings in the claim against the University of Montana—Missoula and extensive remedial actions found necessary.
 - d. Universal Design for Learning (UDL)
 - i. Northeastern State University has adopted UDL.
- VII. No further comments or questions; meeting adjourned at 11:15am.

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June 19, 2015

- I. Meeting began at 10:10am.
 - a. Present: Christie Lamberson, Kristi Mallett, Leah Asbury, Dr. Brent Marsh, Dr. Richard Beck, Dr. Gary Dotterer, and Allison Embry.
- II. Approval of Minutes from May 29, 2015.
- III. Old Business
 - a. VPAT Database and Survey
 - i. The University does not have access to Jenzabar or state of Oklahoma portal VPAT's yet; they should be added to the database soon.
 - ii. The VPAT survey was added to the agenda for the Academic Council's June 5th meeting; the link was shared with council members.
 - iii. Leah Asbury will send out another link to the survey for all staff in the near future and one for faculty the second week of August; Allison Embry will provide Leah Asbury with access to the survey form at her earliest convenience.
 - b. Web Accessibility Policy
 - i. A digital copy of the sample policy packet for the WAHE meeting May 29th will be emailed to committee members very soon.
 - ii. For WAHE's July 14, 2015 meeting Leah Asbury will prepare a policy template for suggestions by the committee as a whole.
 - iii. A Web Accessibility Policy should be ready for University community review by fall, with possible formal approval in the summer of 2016 to coincide with adoption of State Authorization Reciprocity Agreements (SARA) and Quality Matters (QM) standards.
 - c. August Faculty and Staff Training
 - i. The main focus of August's Convocation (8/13-8/14/15) will be to work on the University's new five year strategic plan.
 1. Thursday morning events will likely be workshop to prioritize strategic plan discussions with concurrent sessions in the afternoon, spilling over into Friday morning.
 2. Rob Carr is available to give a topical introduction to faculty and staff on Friday, August 14.
 3. Dr. Beck should have more information regarding the Convocation schedule soon.
 - d. Committee Membership List and Mission Statement
 - i. Minor corrections made to committee membership list. See attached for corrected list.
 - ii. Leah Asbury will approach Heidi Hoskinson, Vice President for Enrollment Management and Registrar, after she begins July 6 about joining the WAHE committee.
 - e. E-Campus Login and Navigation
 - i. All WAHE members may access E-Campus by clicking the E-Campus tab under online resources on the faculty/staff page of the website. The VPAT database can be accessed through E-Campus
- IV. New Business
 - a. IBM Alternative Textbook Survey

- i. IBM is developing technology to improve speed in the preparation of alternative textbooks.
 - ii. Leah Asbury completed a survey about RSU's use of alternative texts created by IBM on June 9, 2015.
 - b. Webinar: "Demystifying WCAG 2.0..."
 - i. Presentation notes were included with meeting agenda. Any further materials will be forwarded once received.
 - c. Upcoming Webinar Opportunity, July 9, 2015, 1pm-2pm
 - i. "Empowering YouTube for Higher Education."
 - ii. Leah Asbury will attend and provide presentation notes.
 - d. Reminder: Next Committee Meeting July 14, 2015
- V. Meeting concluded at 10:53am.

WAHE Committee Members (as of June, 2015)

Kay Brown, Technical Coordinator, Center for Teaching and Learning

Dr. Emily Dial-Driver, Faculty, English and Humanities

Christie Lamberson, Procurement Coordinator, Budget and Accounting

Dr. Mary Millikin, Assistant Vice President for Accountability and Academics

Dr. Sara Beam, Writing Center Coordinator

Dr. Gary Dotterer, Director, Center for Teaching and Learning

Dr. Richard Beck, Vice President for Academic Affairs

Dr. Brent Marsh, Vice President for Student Affairs

Allison Embry, Access Services and Distance Learning Librarian

Kristi Mallett, Director of Human Resources

Kelli Fields, Web Marketing Coordinator

Donna Spencer, Administrative Assistant, Center for Teaching and Learning

Leah Asbury, Coordinator of Disability Services

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Meeting Minutes

November 16, 2015 Minutes

- I. Meeting began at 1:02 p.m.
 - a. Present: Amber Bagwell, Dr. Sara Beam, Dr. Richard Beck, Kay Brown, Kaitlin Crotty, Dr. Gary Dotterer, Kelli Fields, Heidi Hoskinson, Kristi Mallett, Dr. Brent Marsh, and Donna Spencer
- II. Old Business
 - a. Voluntary Product Accessibility Template (VPAT) Update
 - i. Dr. Dotterer summarized progress made during the Spring and Summer of 2015. While many VPATs were received and archived, there are a few hard copies that still need to be scanned/uploaded.
 - ii. If the current list is not posted in e-campus, it was recommended as a good idea.
 - b. Review of Past Year
 - i. Dr. Marsh overviewed the timeline for services outlined in the MOU between RSU and Oklahoma's Assistive Technology Act Program, Oklahoma ABLE Tech, indicating that the MOU expires June 1, 2016.
 - ii. Kristi Mallett and Donna Spencer shared that Rob Carr's Fall 2015 convocation session was successful and provided helpful information to attendees.
- III. New Business
 - a. Goals for 2016 and Associated Comments
 - i. Dr. Dotterer shared that ongoing awareness and educational opportunities for faculty and staff are needed, including topics such as creating accessible documents, closed captioning, etc. Dr. Dotterer mentioned that this is an ongoing, time consuming process, and one that requires commitment and resources.
 - ii. Another goal should be reviewing progress benchmarks to assess where RSU stands regarding compliance and what we should be working towards.
 - iii. Amber asked about the forthcoming strategic plan, and Dr. Beck and Dr. Marsh agreed that a place should be found in the strategic plan for web accessibility compliance.
 - iv. Another goal should be approving an RSU web accessibility policy and a webpage with resources for faculty and staff.
 - v. Dr. Dotterer shared that archived webinars are available to view in e-campus for those who are interested.
 - vi. Dr. Dotterer shared that some institutions opted out of the State Authorization Reciprocity Agreement (SARA) and/or Quality Matters over concerns with their web accessibility status.
 - vii. Some discussion and Q&A took place regarding the current process for serving students with disabilities, how many students are registering for services, etc.
 - viii. Dr. Dotterer asked Heidi Hoskinson if the new Jenzabar system would allow RSU to somehow obtain and track self-disclosed disability information that could be tracked, shared with faculty in advance, etc. Heidi indicated she would investigate options.
 - ix. Amber asked if representatives from Bartlesville and Pryor should be included in the WAHE committee's work. Dr. Dotterer suggested this would be a good idea.
 - x. Questions for Rob Carr:

1. Dr. Beck asked: Once the consortium agreement is over, what resources will be available to us?
- b. Scheduling Next Committee Meeting
 - i. The group seemed to agree that another meeting in December would be helpful.
 - ii. Amber indicated she would send the committee a Doodle poll to facilitate scheduling an upcoming meeting.

WAHE Committee Members (as of November, 2015)

Amber Bagwell, Coordinator of Disability Services & Student Leadership

Dr. Sara Beam, Writing Center Coordinator

Dr. Richard Beck, Vice President for Academic Affairs

Kay Brown, Technical Coordinator, Center for Teaching and Learning

Caitlyn Crotty, Access Services and Distance Learning Librarian

Dr. Gary Dotterer, Director, Center for Teaching and Learning

Dr. Emily Dial-Driver, Faculty, English and Humanities

Kelli Fields, Web Marketing Coordinator

Heidi Hoskinson, Vice President of Enrollment Management and Registrar

Christie Lamberson, Procurement Coordinator, Budget and Accounting

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Dr. Mary Millikin, Assistant Vice President for Accountability and Academics

Donna Spencer, Administrative Assistant, Center for Teaching and Learning

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Meeting Minutes

December 14, 2015 Minutes

- I. Meeting began at 1:05 p.m. The minutes from November 16, 2015 were approved.
 - a. Present: Amber Bagwell, Dr. Richard Beck, Kay Brown, Kaitlin Crotty, Dr. Gary Dotterer, Kelli Fields, Heidi Hoskinson, Dr. Brent Marsh, Dr. Mary Millikin, and Donna Spencer.
- II. Old Business
 - a. Web Accessibility Policy
 - i. Amber shared that Rob Carr had provided useful feedback regarding the policy draft.
 - ii. Kelli shared that the new website is fully compliant, but there might be other systems that still need verification.
 - iii. Discussion ensued regarding our obligation to update legacy websites, but Kelli shared that we have no active legacy pages hosted online by RSU.
 - iv. Amber said she would share Rob Carr's feedback with the committee via e-mail, and that Rob would join this committee for its next meeting in January.
 - v. Dr. Dotterer suggested we hold off on finalizing printed dates until we know for certain what the external deadlines might be and the internal deadlines we might set for ourselves.
 - vi. Amber will work on updating the draft policy and the committee will consider it again at its January meeting.
 - b. Corrected Committee Membership List
 - i. Amber shared that Dr. Dial-Driver and Kristi Mallett both needed to step off the committee due to other projects.
 - ii. Dr. Dotterer suggested that Human Resources should be represented.
 - iii. Dr. Millikin suggested a member of the online instruction committee should be considered for the committee.
 - iv. Amber asked for suggestions from Bartlesville and Pryor, and Dr. Beck suggested Bill Beierschmitt and Sherry Alexander be asked for input.
 - v. Dr. Dotterer questioned whether or not we should include a student on the committee. Kelli suggested that Amber ask relevant students during accommodation meetings how they are experiencing campus systems, what's working and what's not, etc.
- III. New Business
 - a. Update on Consortium/Conversation with Rob Carr
 - i. Amber reported that she spoke with Rob Carr on December 3. She said that it was a positive meeting, that Rob will attend the committee's January meeting, and that he was complimentary of RSU's progress so far. Rob also shared that the consortium agreement is subject to revision/renewal after the current one expires. The committee should be prepared to brief Rob on RSU's progress when he visits in January, which will help him give the committee suggestions for future directions.
 - b. Prioritize Tasks for Next Semester
 - i. Dr. Beck suggested that finalizing the policy might be the best logical next step so that everyone will understand the issue of web accessibility and its importance. Furthermore, Dr.

Beck indicated that personnel might be oversaturated with trainings in the spring due to the Jenzabar transition, etc.

- ii. Kelli suggested that some introduction to web accessibility do's and don'ts could be introduced during other trainings such as certain Jenzabar sessions.
- iii. Dr. Dotterer stated the course reviews for Quality Matters will also help the University get more compliant over time.
- iv. Discussion ensued around Jenzabar systems (e.g., JRM) and to what extent they are accessible.
- v. Suggestions for priorities were as follows:
 1. Policy
 2. Training resources on the website
 3. Audit of current systems we are running. (For the benefit of new committee members, Dr. Marsh briefed the group on the VPAT list project from Spring 2015.)
- c. Training Topics for Spring 2016
 - i. There was no further discussion on training topics, given the priority seemed to be finalizing the web accessibility policy first.
- d. Visual Accessibility for Visually-Impaired Students
 - i. Amber shared that she was contacted by a prospective student who is blind, and wondered what type of services RSU would be able to provide him to accommodate his learning environment.

The next meeting will be Thursday, January 28, 2016.

WAHE Committee Members (as of November, 2015)

Amber Bagwell, Coordinator of Disability Services & Student Leadership

Dr. Sara Beam, Writing Center Coordinator

Dr. Richard Beck, Vice President for Academic Affairs

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Donna Spencer, Administrative Assistant, Center for Teaching and Learning

Rogers State University Web Accessibility for Higher Education Meeting Minutes

January 28, 2016 Minutes

- I. Meeting began at TIME p.m. The minutes from December 14, 2015 were **approved**.
 - a. Present: Amber Bagwell, Dr. Richard Beck, Kaitlin Crotty, Dr. Gary Dotterer, Kelli Fields, **Heidi Hoskinson, Dr. Brent Marsh, and Dr. Mary Millikin. Rob Carr from Oklahoma ABLE Tech was also in attendance.**
- II. Old Business
 - a. Web Accessibility Policy
 - i. Dr. Beck wondered if we need to reference Legacy Web Pages since we do not maintain any old web pages. Kelli Fields stated that we don't have any online presence of old web pages. Rob Carr stated that consideration should be given as to whether documents (e.g., academic, HR, etc.) are available online that might have legacy issues.
 - ii. Dr. Dotterer asked if it mattered whether or not an online resource we make available is hosted outside of the U.S. Rob Carr replied that the issue really lies with the institution and whether they have chosen to utilize that service. The onus is on the institution to ensure accessibility.
 - iii. Rob Carr asked which office/department on campus will own the policy and be responsible for its enforcement. Issues of authority and responsibility are key considerations in this decision.
 - iv. Dr. Dotterer asked Rob Carr about bookstore vendors who have begun to present their products via LMS systems, and what steps we should be taking to ensure their products are accessible. Rob shared that it's not the vendor's duty to ensure compatibility, but rather the institution's to ensure the product is accessible before implementing it. Rob suggested that institutions or groups of institutions must pressure the vendors to make their products accessible and fully compliant with ADA.
 - v. Dr. Beck suggested the bulleted list of suggestions/ideas for making content accessible be removed and instead placed on the website as a resource. Rob Carr concurred.
 - vi. Rob Carr suggested that if our policy contains an exception process through the Chief Information Officer, as indicated in the current draft, we should develop an internal procedure, form, etc. to facilitate that process and resulting decisions.

The next meeting will be **Thursday, January 28, 2016.**

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