Rogers State University
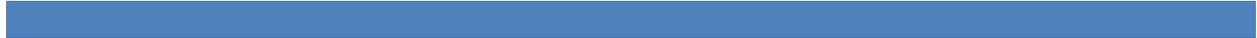# Web Accessibility for Higher Education
Meeting Minutes

November 9, 2016 Minutes

I. Meeting began at 2:33 p.m.
   a. Present: Amber Bagwell, Kaitlin Crotty, Dr. Gary Dotterer, Kelli Fields, Heidi Hoskinson, Dr. Brent Marsh, Dr. Mary Millikin, and Dr. Earlene Washburn. Rob Carr from Oklahoma ABLE Tech was also in attendance.
II. Old Business
   a. Membership List: Amber Bagwell reviewed the current membership list, and mentioned that additional members will be recruited where there is natural alignment with the new 5-year project.
   b. Update on Policy: Amber Bagwell shared that the Web Accessibility Policy was approved by the RSU Cabinet in April 2016.
   c. Official Designation: Once committee members are identified, they will receive official appointment letters from Dr. Rice.
III. New Business
   a. Rob Carr began to share an update on the new 5-year partnership between RSU and ABLETech.
      i. Policy roll-out and outreach seems to be a logical first step, but in addition providing additional resources (e.g., website, contact people, committee members), and how will training occur. Overall, we are striving for an implementation plan of the policy. Heidi Hoskinson shared that perhaps before roll-out we need to provide some very basic training and information related to web accessibility.
      ii. Rob shared that many universities develop a website that is devoted to the web accessibility policy, resources, training videos, etc. that can be a one-stop shop of information for students, faculty, and staff.
      iii. The committee discussed resources that should be public-facing (i.e., a university webpage) versus which ones should be housed internally on MyRSU. In general, public-facing information could include the policy, contact information, and perhaps examples or trainings to demonstrate progress and commitment. Internal resources might be those items that are for specific audiences like faculty.
      iv. Rob suggests that the committee/university might want to focus on rolling out the policy, building a webpage of resources, and providing training. These would be great goals to achieve by September 2017. Rob will provide a support scope to include how and when he can be present in person or remotely to help move the project forward. The committee should consider that it might take some time to implement the training plan to reach multiple audiences, which could make it a year 2 goal. Procurement will also be a critical component of the plan.
      v. The committee will want to also focus on longer term goal setting (e.g., captioning) to be accomplished over the 5-year project period.

b. Who is missing from this committee? Suggestions included HR, ACS/IT, branch campuses, athletics, and students/faculty/staff with disabilities.

c. Rob expects the updated Section 508 rules should be released soon, which include guidance and implementation schedule. At the state level, the new federal rules will be examined and then the process will need to unfold in Oklahoma to update state law to be consistent with federal law.

d. The committee should strive to complete membership and begin to define the kick-off scope by early 2017 and to keep Rob informed.

The next meeting will be shared via e-mail among committee members after inquiries are made regarding availability.

February 8, 2017

10:00 a.m., Centennial Center Conf. Rm. A. Introductions / Roll: Meeting began 10:03 a.m.

Present: Heidi Hoskinson, Rob Carr, Sherry Alexander, Dr. Marsh, Amber Bagwell, Brian Reeves, Dr. McGowan, Dr. Dotterer, Dr. Washburn, Chris Ratcliff, Dr. Beck, Royal Allis

Not present: Kaitlin Crotty, Alisa Hamett, Kelli Fields

Overview of Web Accessibility – Rob Carr

Compliance Areas: ADA, Federal Section 504 and Section 508 of the Rehabilitation Act, and Oklahoma Electronic and Information Technology Accessibility Law 2004

- At a high level, digital civil rights and higher ed – ADA and Section 504 of Rehab Act: can't discriminate against anyone, student, person in the public, employee – does not say we need to lower standards but, in digital space, our information needs to meet accessibility criteria
- Section 508 provides standard for digital information, both outside products and in-house.
    - Strictly applies to government agencies – procurement standards
    - Electronic and Information Technology Accessibility Law – State level legislation being revised to reflect federal law. Applies to higher ed and state agencies

History of ABLETech Partnership: 2012-2016 Website Partnership; 2016-2021 Partnership

- ABLETech
    - Assistive Technology Act specific to Oklahoma
    - Work to match students with disabilities to assistive technology
- 2012-2016
    - Dr. Marsh provided history of RSU's participation in ABLETech beginning in 2014 – focused on website evaluation and assessment of digital information accessibility. (29th school to sign on to partnership)
        - Website review results provided to PR. Dr. Marsh also mentioned that Rob visited campus to provide training to faculty and staff.
        - The prior partnership also included the approval of a Web Accessibility policy.
    - Our work has evolved beyond web accessibility into other digital systems – Dr. Marsh asked if a change in committee title was necessary. Rob stated that Web Accessibility is an umbrella term.
    - We finished the first partnership as of July 2016; invited to participate in new partnership beginning Fall 2016.
    - Didn't have funding stream to meet specific needs of each school involved
- 2016-2021
    - What is the scope of our new partnership?
    - 5 schools in Oklahoma taking place in partnership
        - More specific scope and focus
        - Identify long-term plan of areas that need to be addressed in regards to technology purposes
        - Shape the scope of priorities and integration points for whole campus
        - Once we define our goals, Rob will provide our defined scope of 5-year program.

- o Cross-Campus Representation
  - Dr. Marsh shared that the policy will fall under ACS, but everyone in the committee will have a role in implementing policy.
  - VPAT—Voluntary Product Accessibility Template: all should have certification that outlines/confirms accessibility. Dr. Dotterer reached out to vendors to acquire VPATs to create a collection.
    - Dr. Dotterer stated that there are a few VPATs we did not receive but, overall, he believes we have accomplished the goal.
  - Dr. Marsh introduced new members and their role in our new partnership.

Old Business

Approval of November 9, 2016 meeting minutes

- Dotterer motioned to approve, Heidi seconded. Minutes approved.

New Business

New ABLE Tech Higher Education Project (Rob Carr)

- Project began October 1, 2016, wrap up September 30, 2021.
- RSU should strive to establish its scope of the partnership by September 30, 2017.
- Most institutions are looking at draft policies and implementation plans, developing committee representative of campus needs.
- With narrower focus, Rob is better able to be more involved in institutional plan – more flexibility to add support into scope of support, whether through training or additional clarification. Reiterated he cannot serve as the Accessibility Coordinator.
- Create sustainable and independent digital accessibility programs for the institution throughout the five year program
  - o Can do short-term loans for assistive technology but cannot help with financial burdens long term.

Next Steps for RSU (short-term and long-term):

- Web presence for committee's work, policy, etc. (ST)
  - o Dr. Marsh shared that Kelli Fields is preparing a website where committee information can be kept and accessed by the public, such as minutes and Web Accessibility Policy
- MyRSU resources for employees (ST)
  - o Training and support for faculty and staff
- Training opportunities for faculty and staff (ST and LT)
  - o Dr. Dotterer asked about DQ training – Dr. Dotterer mentioned that he thinks it would be beneficial to have a course offered for state-wide, university level accessibility. Asked if there's potential to create partnership with ABLETech to provide virtual training for state institutions.
  - o Rob stated that there are avenues available, especially if we can bring other people into the conversation to represent multiple different groups. If RSU sees an opportunity, we should pursue the idea and continue to discuss implementation of virtual training.
  - o ABLETech is working on national resources but Rob stated that it would be beneficial to work on state-level resources that can discuss legislation specific to our state.
  - o Dr. Dotterer shared that there is not enough opportunity to train all faculty and staff due to time limitations.
- Other RSU needs/priorities:
  - o Captioning? (LT)
  - o Part of it is a training piece and the other part will involve an investment.

- o Brian Reeves asked how captioning applies to live events. Dr. Marsh deferred to Rob – no difference between live events and recorded events.
  - o It is an extra investment – sometimes streaming platform does not include captioning option. Livestream events costs are not much more expensive than post-production vendor.
  - o Institutions focus resources on events that have far-reaching scope, such as graduation.
  - o Most budgets don't have budgeting line item for captioning but institutions should look at beginning to include cost in projected budget.
- ▪ Additional Disability Services resources? (LT)
  - o Increase in student requests for accommodations will ultimately require an increase in financial resources.
- ▪ Additional ideas?
  - o Dr. Beck asked where we stand with implementation of policy in comparison to other institutions participating in partnership.
    - ▪ Two have published policies, one has drafted an implementation plan. Three of five are around the same level, including RSU. Other two institutions are compartmentalized – working toward expanding policy beyond a limited scope of their campuses.
  - o Dr. Beck asked if it would be best to look at internal and external web pages so that they can be publicized at the same time? Should we have resources available when the policy is published?
    - ▪ It's necessary to have some resources available whenever policy is publicized. It will likely take time to put physical trainings together – web resources will be easier to provide and easier to access. Policy rollout should have accessible resources, but we shouldn't hesitate to publicize policy due to lack of resources.
    - ▪ What is important enough for us to wait to publish policy?
    - ▪ Have communication pathway outlined so that if individuals have questions, it is clear who they should contact.
  - o Additional ex-officio committee members? (e.g., students and employees with disabilities)

Adjournment

Dr. Washburn motioned, Heidi Hoskinson seconded. (11:01)

Dr. Marsh shared that while it is ideal to have a standing meeting time, our next meeting will be decided by Doodle Poll. He believes we should meet regularly and continue to think about WAHE policy implementation.

Rogers State University
Web Accessibility for Higher Education
Meeting Minutes

July 11, 2017

10:00 a.m., Centennial Center Conf. Rm. A

Welcome/Attendance

Old Business

Approval of February 8, 2017 meeting minutes

Updates from previous meeting

New Business

Faculty Training, August 9, 2017 (CTL)

Scope of Project, Years 2-5

Adjournment