

DLAC MEETING MINUTES

September 24, 2019

10:00 a.m. – 11:00 a.m.

Attendees: Charity Butcher, Brichaya Shah, Zhi Li, Amy Howton, Jabari Cain, Doug Moodie, Laura McGrath

Attended by Bb Collaborate: Bill Bailey, Margot Lisa Hedenstrom, Jeanne Law Bohannon, Vanessa Robinson Dooley, Deborah Mixon Brookshire, Paula Jackson

Meeting called to order: 10:00 a.m. (Charity Bryan, presiding Chair). First order of business is to elect a Chair. Vanessa Robinson-Dooley was nominated.

- Bill Bailey made a motion and Jeanne Law-Bohannon 2nd the motion

Charity Butcher: Would anyone like to make recommendation to Faculty Senate to adopt? Charity emailed a copy of the last years statement to DLAC. Copies were available during the meeting. We also had some changes concerning accessibility.

- Jeanne: I would like to suggest including in our statement a clear commitment to build/cultivate accessibility course content across all learning modules.
- Charity: They would like more funding for OSDS to hire more people to help with accessibility.
- Charity: Submit in writing to the new chair Vanessa Robinson Dooley your recommendations to Faculty Senate.
- We don't have to meet every month. We can meet as we have business or members have issues they can bring up to the chair and the chair can call a meeting. The committee hasn't historically functioned how it should have been or the way it was envisioned by the Senate. In the past the meetings were called by the Distance Learning Center and set the agenda. It really should be a faculty driven agenda. It needs to be faculty voice.

Charity: Discussion about additional changes with accessibility

- The decision that there is not going to be a campus wide assessment or quality matters type review is a done deal? Charity: It's the president that made that decision. There is not going to be a college wide institute policy. We are not required by law to make courses accessible
 - Bill: This statement leaves assessment to the instructor without confirming?
 - Charity: Typically, the policy is that the chairs are responsible, for classes to meet online guidelines. Technically our university, legally is not required to have classes accessible from day one. Only if we know of a student with accommodations.
 - Bill: The state leaves accessibility to the instructor without anyone confirming. It's suggested the wheelchair ramp are a good idea and not confirming that they are in place.
- Doug Moodie: From our understanding chairs have not agreed to do this.
 - Charity: The assumption is borrowing any kind of policy and chairs are responsible for the oversight.
- Charity: One of the big changes we have had this past year, is that legal has confirmed in terms of majority lawsuits are mostly based on accommodations. As we know faculty are required to make accommodations for students. That does not mean all courses need to be accessible from the beginning. Obviously, we know that it's best practice.
- Doug Moodie: Can we recommend that the senate makes a formal recommendation.

- Charity: Our best bet is that colleges come up with their own checklist.
- Brichaya: Having awareness and making a small step in the right direction. Making faculty aware and creating that cultural of awareness and inclusive design and inclusion. The difference is to accommodate the student on the other hand you are also designing for all student. You are working in the direction for student success.
 - Charity: Push back from faculty is that making your course accessible is extremely time consuming. You don't have accessibility staff, anymore do we?
 - Brichaya: "Yes" however, we received approval for the accessibility positions two weeks ago.
 - Charity: Plus, these positions have been emptied for a year. With the increase in enrollment, we can't not teach online classes. We know 100% online accessibility is overwhelming. Maybe we can start in small ways by entering our information into Word doc instead of pdf.
- Doug: I wonder in the future will the software for accessibility get better in the future?
 - Brichaya: I am working with the office of the Vice Chancellor's office for Distance Ed and I've been reaching a new product, for the past two years for accessibility. We are in price negotiations now.
 - Charity: I was told in our online coordinators meeting that DLI is discontinuing its service for human editing services.
 - Brichaya: Brichaya stated that Charity's statement was not true.
 - Amy: The whole accessibility is legally driven? Universities are getting sued. My understanding it rests on our shoulders. I also found out that the publisher digital content providers are not liable if their content is not accessible.
 - Bill: There are some publishers who are working towards compliance while others are not. Macmillan is one publisher who provides support for compliance after adaptation. They have been helpful with our students in our composition courses.
 - Amy: Can ID's be responsible for accessibility of the course?
 - Brichaya: "Yes", It's still not humanly possible for anyone to do it for all courses. Best approach, if a course is in review, you can work with an ID and ask how you can redesign your course to make it accessible. Whether course is Hybrid or online, your direct liaison is an Instructional Designer. Some colleges have a rubric or a checklist, and a form where the Instructional Designer will go line by line, and when completed the ID will copy the chairs and some assistant Deans.
 - Bill: OSDS engage with faculty when you have enrolled students with disabilities before and during each semester; then list out the specific needs.
 - Bill: Advisors need to be involved as well. If they are responsible for a disabled student.
 - Jeanne: It's unrealistic to revise a course to be fully accessible.
 - Charity: The student disability student office needs to be more helpful and they need more funding.
 - Doug: The problem started when they cut QM.
 - Jabari: What is the policy using YouTube video? Charity: It's fine be sure to check the video.
 - Brichaya: Once all colleges have their checklist, we will have it on the Digital Learning Innovations website.

Other Business

- Discussion about an incentive for \$3,000.00 from academic affairs.
 - Paula: Asked about the incentive for \$3,000.00? Ron Matson sent out an email stating they will continue piloting this program. They will compensate faculty for the one-time development of

online courses, new courses, labs, or converting an existing face to face to online. Can be compensation can be in the form of workload, reassignment, or maximum \$3,000. per course.

- Paula: How many people need to be in DLAC, isn't that something that needs to be changed in the bylaws?
- Doug: "No" It can be done directly. The university handbook says who's in which university committee. It's not a bylaw matter and you can send in a recommendation to faculty senate to look at the university handbook for this committee.