**Charter for the**

**Accessibility Advisory Committee (AAC, formerly ADA Committee)**

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| Charter Last Updated | Originally Chartered |
| March 26, 2018 (draft) | **April 27, 1998** |

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| **Strategic Plan Goal: 1** | We attract students and community learners and ensure successful attainment of their goals through our programs, services, and teaching and learning environments. |
| **Strategy Assigned: C** | Create physical spaces and employ technologies that enhance student learning. |

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| **Strategic Plan Goal: 2** | We continually strive for disciplined excellence and focused improvement in all that we do. |
| **Strategy Assigned: C**  **Strategy Assigned: D**  **Strategy Assigned: F** | Invest in professional learning for faculty and staff to support continuous improvement and implementation of this strategic plan.  Invest in high-impact teaching practices for student learning.  Develop and support innovation that serves our students and communities. |

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| **Strategic Plan Goal: 3** | We ensure that a climate of intentional inclusion permeates our decisions and practices, which demonstrate principles of ecological integrity, social equity, and economic viability. |
| **Strategy Assigned: A** | Engage in ongoing, deliberate conversation and mindful discovery about our shared purpose and differences as we conduct our daily work. |
| **Strategy Assigned: C** | Develop multicultural and global competencies to help us live the principles of social equity in an increasingly interdependent world. |

**Section 1—General Information**

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| **Purpose:** |
| As an advisory committee within the participatory governance system, the purpose of the Accessibility Advisory Committee (AAC) is to sustain and advance the College’s commitment to accessible physical, instructional, and technological environments, and the related climate for students, staff, faculty, and visitors. The committee serves as a catalyst for continuous improvement to ensure equitable and effective access for persons with disabilities. The committee seeks input, involvement, and support from all members of the campus community. |

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| **Scope:** |
| To improve accessibility of the physical, instructional and technological environments and promote a welcoming climate for individuals with disabilities, the committee will endeavor to:   1. Promote disability awareness and support for accessibility, universal design, and compliance within the College community; 2. Collaborate with others and offer training, technical expertise, and other resources and support; 3. Provide a forum for College community members to raise issues related to disability and accessibility; 4. Suggest, undertake, and/or support projects that improve accessibility college-wide; 5. Maintain an awareness of current and emerging legal requirements and promising practices that support an accessible campus. |

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| **This group is sponsored by:** |
| The President of the college with support from the VP for Students, Equity & Success. |

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| **Selection, Terms, and Membership Guidelines for this Committee:** |
| Membership (recommended by constituency heads):   * Two faculty members * Two classified staff employees * Two students   Positions/areas that need representation for functional needs of committee:   * Acting Associate Dean, Student Support Programs * Program Assistant, Student Support Programs * Program Specialist, Services for Students with Disabilities * Accessible IT Coordinator * Director of Facilities or designee * Representative, TSS * Representative, Human Resources * Other representatives, ex officio, or guests as determined by the committee to achieve its purpose   Members are assigned by virtue of their position responsibilities, with at least two faculty members, two classified staff employees, and two students recommended to the college president by constituency heads.  There is no term limit on length of terms served, subject to annual reappointment, as applicable.  Committee members agree to:   1. Attend and be prepared to fully participate in AAC meetings, which occur monthly during the academic year (additional meetings as determined by the committee) 2. Support the diversity of ability within the College community and related accessibility initiatives, including participation and/or promotion of designated activities 3. Stay informed on promising practices in support of students, staff, faculty, and visitors with disabilities on college campuses |

**Section 2—Working Agreements**

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| **Operational Working Agreements** | |
| 1. **How often does this committee meet?** | Monthly during the academic year. Subcommittees meet as often as necessary. |
| 1. **How are meetings scheduled?** | Meetings are scheduled a year in advance by the sponsor or designee. |
| 1. **How are the chair and vice chair selected?** | The head of Student Support Programs is designated as chair. The vice-chair is elected by the committee. |
| 1. **How are meetings cancelled or rescheduled?** | Meetings may be canceled and/or rescheduled by the chair or vice-chair. |
| 1. **How are items placed on a meeting agenda?** | Agendas shall include new and old business and other topics as the committee determines.  Additional agenda items may be suggested at the end of each meeting or may be directed to the chair or vice-chair, who will allocate meeting time based on the year’s plan of work. |
| 1. **How is the meeting managed?** | A disciplined approach will be used to manage meetings. The vice-chair will ensure that the meeting follows the timeline given in the agenda. |
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| 1. **Is consistent attendance required?** | Yes, including active participation in the work of the committee. |
| 1. **Is proxy attendance allowed?** | Yes. |
| 1. **What are the absence guidelines?** | The expectation is that the member will notify the chair or vice-chair in advance of the meeting or immediately following. Excused meetings include such reasons as attending college business or a personal or family emergency. Committee member will follow-up on responsibilities. The leadership will review members who miss two or more unexcused meetings per quarter. |
| 1. **When will the agenda and other information be sent to members?** | The agenda and related documents will be sent to members no later than one day before the meeting. |
| 1. **How are meetings facilitated?** | The chair(s) or designee will facilitate the meetings or provide a facilitator. |
| 1. **How are decisions made?** | Intra-committee decisions will be made by a general consensus. If no consensus can be reached, then the item must be voted on and the majority vote will be moved forward with minority opinions noted.  Recommendations to be forwarded beyond the committee will follow the same protocol as above, seeking consensus. The chair will bring recommendation(s) to the Vice President, Students, Equity & Success for further vetting and approval by the Executive Team and/or participatory governance processes as appropriate. |
| 1. **How are meeting summary notes kept and published/distributed?** | Summary notes will be kept by the administrative support person, distributed to members electronically, and/or posted on the college’s advisory committee page. |
| 1. **What about subcommittee selection and participation?** | Members will all participate in subcommittee or ad hoc work as the committee determines necessary. Others will be invited on a consultation basis.  One standing subcommittee is the **Campus** **Accessible IT Workgroup**, chaired by the Accessible IT Coordinator, which works to ensure compliance with [Policy 3811](http://www.shoreline.edu/about-shoreline/policies-procedures/documents/3811AccessibleITPolicy.pdf) on Accessible Information Technology. Information technology (IT) and electronic content shall provide comparable functionality, experience, and information access to students, employees, and community members with disabilities, including those who use assistive technology. |

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| **Behavioral Working Agreements** | |
| 1. **Members represent College interests within its vision and mission, and the committee charter.** | 1. Prioritize college-wide perspectives before individual areas of responsibility, avoiding self-interests |
| 1. **Members act collegially and collaboratively.** | 1. Engage in frank and courteous open debate 2. Include everyone in the conversation 3. Allow for equitable participation, regardless of status |
| 1. **One person speaks at a time.** | 1. Listen respectfully 2. Understand the effect of your communication style on others 3. Modify your style to align your intention with the impact 4. Refrain from side conversations 5. Respect the views and opinions of others 6. Listen generously; assume good intentions |
| 1. **Members ensure forward progress.** | 1. Determine next action steps and deliverables 2. Determine communication distribution for issues, information, and recommendations 3. Be open to creative ideas and provide helpful suggestions as a valuable part of the collaborative process 4. Maintain confidentiality on sensitive matters and determine what will be shared, or not shared, at the end of each meeting |
| 1. **Members are accountable and responsible for their actions.** | 1. Arrive on time and fully prepared 2. End meetings on time 3. Advance and support the recommendations made by the committee |

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| Membership Last Updated |
| **March 8, 2018** |

**Section 3—Membership 2017-18**

| **Member** | | | **Role/Area** | | | | **Representing** |
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| Cheryl Roberts, with support from Marisa Herrera | | | Sponsor | | | | President, Vice President, Students, Equity & Success, Executive Team |
| Sarah Pearce | | | Administrative Support, Services for Students with Disabilities, Student Support Programs | | | | Program Assistant |
| Derek Levy | | | Chair, Student Support Programs | | | | Exempt |
| Angela Hughes | | | Services for Students with Disabilities | | | | Classified |
| Ellen Gottas | | | Programs Specialist 3, TSS | | | | Classified |
| Ellen Pincus | | | Consultant, Human Resources | | | | Classified |
| Jason Francois | | | Director, Facilities | | | | Exempt |
| Gail Dalton | | | Business Technology | | | | Faculty |
| Yorin Anggari | | | Associated Student Government | | | | Students |
| Lindsey Harris | | | Associated Student Government, CIEP | | | | Students |
| Fatoumata Jammeh | | | Club Affairs Officer | | | | Students |
| Amy Rovner | | | Accessible IT Coordinator/Virtual Campus | | | | Exempt |
| Amber True | | | Humanities, ESL/ABE/GED | | | | Faculty |
| Key to shading: | Leadership | Support | | Member | Ex-Officio |