

## **Accessibility at Augsburg Committee 2014-2015 Annual Report**

### Charter

The Accessibility at Augsburg Committee exists to sustain and advance the College's commitment to physical, instructional and technological accessibility to all students, staff, faculty, and guests of Augsburg College. The committee serves as a catalyst for change and continuous improvement to assure equitable and effective access. The committee seeks input and involvement and support from all members of the campus community.

### Goals

- To improve physical, instructional, and technological accessibility.
- To become a leader in Higher Education in accessible education.

### Objectives

1. Assess accessibility and implement solutions.
2. Promote and facilitate the creation and enforcement of accessibility policies.
3. Measure and monitor progress.
4. Solicit feedback from students, faculty, staff and guests.
5. Educate all members of the campus community including, but not limited to staff, faculty and students about their responsibilities for accessibility.

### Leadership Team

Ann Garvey, Scott Krajewski, Mary Lowe, Kathleen McGillivray, Ashley Parent, Bonnie Tensen, Erin Voss, Sheila Fox Wassink.

### Actions and Activities

#### 1. Accessibility Policy

We completed writing an Accessibility Policy and the policy was approved by College Cabinet in April, 2015.

#### Accessibility Policy

Augsburg College is committed to providing equal access to physical, instructional and technological resources, environments, and programs to all students, staff, faculty, and guests of Augsburg College. Equal access is required by law as well as consistent with the College's mission, [Non-Discrimination Statement](#), and [Equal Employment Opportunity Statement](#). All members of the Augsburg College community share responsibility for creating accessible environments.

With the policy approved, we drafted an action plan which includes working with critical departments and individuals such as IT, MarComm, Purchasing and Events to create departmental program and service policies and measures.

2. Faculty, staff and student development and training.
  - a. Held an open campus meeting for faculty, staff and students on October 22, 2014. Approximately 15 people attended. Reviewed the Accessibility at Augsburg Committee charge, and reviewed and discussed the draft plan for 2014-2015.
  - b. CLASS Office staff hosted a brown bag lunch for faculty.
  - c. Accessibility at Augsburg faculty workshop, held May 14, 2015. Approximately 25 faculty attended and the workshop included time for hands-on work.
  - d. Lori Peterson, Dean of Professional Students, contacted faculty in professional studies to include the use of an accessibility statement on their syllabi in their summer courses.
  
3. Accessibility at Augsburg website and moodle site  
We continued to post materials, links to resources, and sample accessibility statements for course syllabi, including guides for making pdfs accessible.  
In the Faculty Moodle Resource site, we added a section about how to make Moodle course materials more accessible.
  
4. Accessibility issues and improvements
  - A. Technology and web accessibility improvements
    1. Student Affairs amended the bias/discrimination and sexual misconduct online report form to make sure all buttons, fillable spaces, especially the submit button, had “captions.”
    2. Registrar reviewed online forms, based on student feedback. They developed a plan to review all online forms and upgrade all fillable pdfs. .
    3. Guides for making pdfs accessible available at <http://inside.augsburg.edu/accessibility/resources/creating-accessible-pdf-files/>
    4. ERP system, Agresso, is planned for an upgrade and Scott Krajewski monitored for opportunities for improvement.
    5. Joe Mann, Web Manager, conducting training workshops for web content managers on accessibility.
  
  - B. Physical accessibility
    1. Met with Dennis Stuckey, Director, Facilities, to review budget and plans for accessibility improvements for FY16.
    2. Facilities staff installed power paddles for Oren Gateway Center (OGC) 200 classroom and 1 men’s and 1 women’s bathroom in OGC.
    3. Identified Melby side entrance ramp for replacement; scheduled for 2016.
    4. Sateren Auditorium renovation in summer of 2015 included incorporating two accessibility seating areas; one in the front and one in the back.
    5. Resolved elevator access issue in the Library.