

## Committee Membership & Meetings:

Paul Bagley—Philosophy

Gretchen Cannon—Tech Services

Peter Farrell—Tech Services

Amy Filardo—Web Communications

Louise Finn, Chief Information Officer and Associate Vice President-Technology Services

Molly Fredette—The Study

David Gerrity—Athletics

Kimberly Hall—Web Communications

John Hayes—Tech Services

Megan Henry—Disability Support Services

Danielle Whren Johnson—LND Library

Becky Kelley—Tech Services

Michael LaFave—Human Resources

Brandon Larche—Human Resources

Charles Lockwood—LND Library

Ming-Ting Lu—Tech Services

Tracy McMahon – Tech Services

Suzanne Monthie—Tech Services

Kathleen Parnell—Human Resources

Monica Phelps—Education Specialties

Barbara Preece—LND Library

Henry Schneider – Tech Services

Richard Sigler—Tech Services

Jessica Smith—Tech Services

Steven Sykes—Human Resources

William White—Tech Services

Marcia Wiedefeld—Disability Support Services

Tom Wilson – Tech Services

Jason Youngers – Tech Services

### **Meetings:**

The committee met monthly from September, 2013- August 2014 and reported to the Technology Services Advisory Committee from September, 2013-May, 2014.

### **Charge:**

The Accessibility Task Force is a committee and a joint effort between Tech Services and Disability Support Services. Committee membership includes faculty, administrators and students. The committee meets throughout the year to identify and remove barriers that exist in the technology environment at Loyola; to plan and execute remedial strategies; and to educate the University community on making course materials, web pages and documents accessible for everyone.

### **Major Initiatives for 2013-2014**

#### **France Merrick Digital Media and Adaptive Technology Lab**

An open house celebration in the lab was held on September 25, 2013. Students, faculty and staff from both Loyola and Notre Dame Universities attended the event. Also, the Library’s board of trustees toured the facility.

Additionally, the Loyola Notre Dame Library and Loyola University co-hosted the France Merrick Digital Media and Adaptive Technology Lab training series. This was a series of webinars produced by the Association of Higher Education and Disability (AHEAD). Finally, the lab was audited by the Maryland Division of Rehabilitative Services, which will send a report of their recommendations.

#### **Video Captioning**

Procedures were developed to caption old Loyola University Maryland videos and work continues on captioning new ones. As they are completed they are uploaded to the Loyola YouTube channel. Archived lectures and speeches that the Library holds are being captioned, as well.

#### **Training Loyola Personnel on Issues Related to Electronic Accessibility**

The Technology Training Center integrates accessibility training into Site Core and Moodle training. The Faculty Technology Center is working with new faculty and encouraging them to apply principles of universal design to their course preparation.

### **Scoreboard Captioning**

Members of Athletics, Events, Technology Services, and Disability Support Services staffs worked together to submit a project request, which was approved. A project team was formed and equipment was procured. A graduate student was hired to oversee the training process, and work-study students are being hired and trained to caption games. A goal of captioning a soccer game by October 2014 has been set.

### **Continuing Education on Adaptive Technology and Accessibility**

The Adaptive Technology Taskforce places a strong emphasis on continuing to educate the committee about issues and innovations regarding adaptive technology. Some examples are: the France Merrick Digital Media and Adaptive Technology Lab training series; a presentation provided during an ATF meeting by Rich Sigler regarding iPad accessibility features; and a workshop at the Federal Communication Commission on accessible mobile applications.

### **Continuing Audits of the University's Web-Sites**

A scan by B.O.I.A. (Bureau of Internet Accessibility) on our websites is done regularly. However, there is not a correction of issues due to a shortage of staff in Enterprise Services. The B.O.I.A. scanning has been occurring for about one year and the University is getting a C grade, which is undesirable. Pete Farrell in Tech Services has agreed to take the lead in conducting audits of web pages that are currently listed, as well as any new pages that may need to be included.

### **Web Accessibility Policy**

A subcommittee was formed and drafted an Accessibility Policy. The policy will go through the appropriate channels in order to be approved and implemented.

### **Video of Assistive Technology Lab**

A subcommittee of the ATF worked on developing an instructional video for the Loyola and Notre Dame communities about the France Merrick Digital Media and Adaptive Technology Lab. The student workers are going to be hired again in the 2014-2015 year to develop future promotional videos.

### **Examples of Collaboration to Assist Individuals with Disabilities**

Human Resources, Disability Support Services, Printing Services and the Faculty Technology Center worked together to provide an instructor with a visual disability material in electronic format. This allowed her to use a CCTV to read materials in large print. Additionally, her materials were reformatted and printed in large print for her to see.

Another example of collaboration was between Disability Support Services, Pastoral Counseling and the Faculty Technology Center. A student who is deaf needed materials (videos posted electronically) in an accessible format and staffs worked together to get the materials for the student in a timely manner.

### **Major Initiatives for the Coming Year**

1. Web Accessibility Policy—Jason Youngers

2. PR Campaign—Marcia Wiedefeld
3. Remediation of web pages and videos—Peter Farrell
4. Scoreboard Captioning – Jessica Smith