

Accessibility Task Force (ATF) Charter

Kellogg Community College Accessibility Task Force

January 8, 2018

The Purpose of the Accessibility Task Force (ATF) is to develop and promote the overall accessibility of Kellogg Community College in relation to Americans with Disabilities Act (ADA) Compliance for students, staff, and the community.

Charge/Purpose of ATF

1. Gather, analyze, identify and disseminate accessibility data regarding – Instruction, facilities, disability accommodation, physical and digital spaces, employment
2. Identify ADA deficiencies and subsequent liabilities and recommend appropriate remedying actions
3. Secure acceptance and implementation of the Accessibility in Technology Policy
4. Guide accessibility strategies by making recommendations to the college leadership
5. Recommend appropriate trainings for key constituencies
6. Create work groups charged with the design, development and implementation of strategies intended to assist the College's ongoing efforts to address gaps in accessibility

Membership

- Chair - Director, Support Services
- Representative of Public Information and Marketing
- Representative of Information Services
- Representative of Human Resources
- Representative of Finance
- Faculty Representatives
- Representative of Facilities
- Representative of Library
- Representative of Center for Institutional Effectiveness

ATF Action

- Accessibility Task Force will maintain a regular meeting schedule throughout the calendar year. Meetings will be held twice monthly, with additional ad hoc meetings based on agenda items and/or time of year.
- Agendas will be set by committee membership and sent to members by chair in advance of meeting times. The chair will approve, deny, or postpone requested agenda items based on the priorities at hand. Standing agenda items will include Accessibility Task Force goals status updates.
- Meetings will be convened by the Director, Support Services
- Quarterly updates will be provided to President's Council. Items needing immediate action will be placed on the next available President's Council agenda.