**MEETING MINUTES**

**Meeting Date:** June 1, 2021

**Members Present:** Valerie Piehl and Lisa Carroll

**Time:** Meeting began at**:** 10:15am and adjourned at: 10:45am **Place:** Carmel High School

**Agenda:**

1. Discuss background of accessibility needs at CHS.
2. Project pitch for an accessibility training module.
3. Discuss format of training module.

**Brief Summary:**

There is currently no training, mandated or optional, over the accessibility guidelines or creating accessible web content. This has come up in conversations throughout the school year, especially regarding our school website and how the program of studies is displayed online.

Because so much content is being put online, it is important that teachers are aware of the accessibility guidelines, how to evaluate for web accessibility, and how to create content that meets accessibility standards. Lisa Carroll wants to create a training module for staff that covers the “what” and   
how” of accessibility. The learning outcomes for this module are:

* Define web accessibility,
* Identify all level A Web Content Accessibility Guidelines (WCAG),
* Apply knowledge of the level A WCAG to evaluate a web page’s accessibility, and
* Update a web page to meet level A WCAG.

The timeline for the project runs from May 31 to August 1 with four phases including research, design, build, and test. There are four milestones including a memorandum of understanding (MOU), three progress checks on deliverables, and the final training module.

Because this training will focus on web content created in Canvas, the learning management system (LMS), the training will also be created as a module in the CHS Staff Canvas course. All staff have access to this course and module requirements can be used to track progress and completion of the training. The training should also make use of Google Workspace Apps as a model for how these tools can be used and embedded into Canvas.

**Assignments & Next Steps:**

Lisa Carroll

* Draft Memo of Understanding,
* Research available accessibility trainings both in and outside of Canvas,
* Outline the training module, and
* Storyboard the slides and videos.

**Next meeting scheduled for**:

June 14 – Carmel High School – 10:00AM

**Objectives of next meeting:**

1. Review MOU,
2. Discuss outline of training module,
3. Discuss storyboards, and
4. Discuss quality of training.