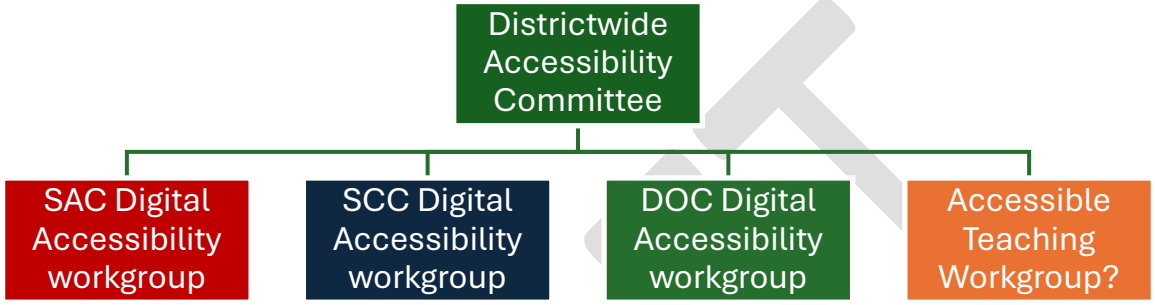
Accessibility Committee Proposed Membership and Structure



Districtwide Accessibility Committee Proposed Membership (Constituency based)

Santa Ana College	Santiago Canyon College	District Operations
Faculty Representative	Faculty Representative	
Administrative Representative	Administrative Representative	Administrative Representative
Classified Representative	Classified Representative	Classified Representative
Student Representative	Student Representative	

Core Committee charge:

- Responsible for strategic planning, oversight, funding, work assignments, and annual evaluation of accessibility efforts.

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- Regularly meets to assess progress, adjust plans, and resolve issues during process implementation as needed.
- Responsible for recommending policies to be implemented that support accessibility efforts
- Decide on prioritization of tasks
- Oversees the creation of an annual accessibility plan and assessment.

Faculty Representatives

Member	Location	Appointed by	Responsibilities
SAC's Digital Accessibility workgroup Faculty cochair	SAC	SAC Academic Senate	Represent SAC's Digital Accessibility workgroup Faculty
SCC's Digital Accessibility workgroup Faculty cochair	SCC	SCC Academic Senate	Represent SCC's Digital Accessibility workgroup Faculty
SAC's Digital Accessibility workgroup Faculty or Academic Senate Appointee	SAC	SAC Academic Senate	Represent SAC's Digital Accessibility workgroup Faculty – Voting rights rotate
SCC's Digital Accessibility workgroup or Academic Senate Appointee	SCC	SCC Academic Senate	Represent SCC's Digital Accessibility workgroup Faculty - – Voting rights rotate

Supporting Members (nonvoting):

Learning Disability Specialist (Faculty), SAC

Administrative Representatives

Member	Location	Appointed by	Responsibilities
District Accessibility Coordinator, AVC, HR or Administrator appointed by HR	DOC	VC, HR	Represent as Primary Disability Services Officer for the district, represent Employee Accessibility and

			Accommodations functions
Associate Dean, DSPS	SAC	VP, Student Services, SAC	Represent Student Accessibility and Accommodations Functions
Dean of Student Development	SCC	VP, Student Services, SCC	Represent Student Accessibility and Accommodations Functions

Supporting Members (nonvoting):

Member	Location	Appointed by	Responsibilities
Principal HR Analyst	DOC	VC, HR	Represent Employee Accessibility and Accommodations functions
AVC, Facilities or Director, Facilities	DOC	VC, Business Services	Represent Facilities ADA functions
AVC, ITS	DOC	VC, Ed Services	Represent Districtwide Digital Accessibility Functions

Classified Representatives

Member	Location	Appointed by	Responsibilities
Web Designer or CSEA Appointee	DOC	CSEA	Represent Districtwide Digital Accessibility Functions
Alternate Media Specialist or CSEA Appointee	SAC	CSEA	Represent SAC Digital Accessibility Functions

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Alternate Media Specialist or CSEA Appointee	SCC	CSEA	Represent SCC Digital Accessibility Functions

Classified non-voting members?

Student Representatives

Member	Appointed by	Responsibilities
SAC Student	ASG	Represent SAC Digital Accessibility Functions
SCC Student	ASG	Represent SCC Digital Accessibility Functions
SAC Student	ASG	Represent SAC Digital Accessibility Functions – Voting rights rotate
SCC Student	ASG	Represent SCC Digital Accessibility Functions – Voting rights rotate

Accessibility Workgroups (Expertise based)

Workgroups charge:

- Planning support, process design, and implementation.
- Provide prioritization recommendations
- Provide policy recommendations
- Develop a process to create and implement an annual plan that outlines specific activities to improve maturity levels of ACMM milestones. (Digital Accessibility Workgroup only)

SAC's Digital Accessibility workgroup (Expertise based)

(DSPS Advisory Group already exists, with similar membership, which may be able to be expanded into this group. Further discussion required)

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Responsibilities for Members:

- Represent and liaise on behalf of areas of expertise.
- Ensure digital content produced through areas represented is accessible
- Develop a process to create and implement an annual plan that outlines specific activities to improve maturity levels of ACMM milestones.
- Planning support, process design, and implementation.
- Provide prioritization recommendations
- Provide policy recommendations

Area of Expertise	Areas that need to be represented	Proposed Members
Distance Education	Credit and Noncredit	Director Special Programs DE DE Faculty Coordinator Credit ZTC Faculty Facilitator DE Faculty Coordinator Noncredit
Library	Credit	Full time Faculty/Librarian
PIO Office (Communications and Marketing)	Credit and Noncredit	• PIO (Credit) • Associate Dean Instruction and Student Services (Noncredit)
Student Services/ASG Outreach	Credit	• Centralize through PIO? Pending further discussion. • Dean of Student Development – For ASG
Web Technical Management/ITS	N/A	Director, Academic and End User Support Digital Media Specialist
Professional Learning (PD)	Credit and Noncredit	Director, Admin Services Noncredit PL Faculty Member Credit PL Faculty Member
Curriculum (Catalog)	Credit and Noncredit	Curriculum Specialist Credit DE Faculty Coordinator (Responsible for DE Addendum)

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		Curriculum Specialist Noncredit
DSPS	Credit and Noncredit	Alternate Media Specialist Learning Disability Specialist (Faculty)
ASG	Credit and Noncredit	Students who participate in producing content for ASG Outreach, Website, Social Media

SCC's Digital Accessibility workgroup (Expertise based)

(DSPS Advisory Group already exists, with similar membership, which may be able to be expanded into this group. Further discussion required)

Responsibilities for Members:

- Represent and liaise on behalf of areas of expertise.
- Ensure digital content produced through areas represented is accessible
- Develop a process to create and implement an annual plan that outlines specific activities to improve maturity levels of ACMM milestones.
- Planning support, process design, and implementation.
- Provide prioritization recommendations
- Provide policy recommendations

Area of Expertise	Areas that need to be represented	Proposed Members
Distance Education	Credit and Noncredit	DE Faculty Coordinator Credit Instructional Designer Noncredit???
Library	Credit	Full time Faculty/Librarian
PIO Office (Communications and Marketing)	Credit and Noncredit	• PIO (Credit) • Associate Dean Instruction and Student Services (Noncredit)
Student Services/ASG Outreach	Credit	? Director, Special Programs – For Outreach

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		• Student Activities Coordinator or Student Services Coordinator – For ASG
Web Technical Management/ITS	N/A	Director, Academic and End User Support Web Designer Director, Student Info Support and Student Services
Professional Learning (PD)	Credit	?
Curriculum (Catalog)	Credit and Noncredit	?
DSPS	Credit and Noncredit	Alternate Media Specialist
ASG	Credit and Noncredit	Students who participate in producing content for ASG Outreach, Website, social media

DOC's Digital Accessibility workgroup (Expertise based)

Responsibilities for Members:

- Represent and liaise on behalf of areas of expertise.
- Ensure digital content produced through areas represented is accessible
- Develop a process to create and implement an annual plan that outlines specific activities to improve maturity levels of ACMM milestones.
- Planning support, process design, and implementation.
- Provide prioritization recommendations
- Provide policy recommendations

Area of Expertise	Areas that need to be represented	Proposed Members

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CCO (Communications and Marketing)	N/A	• Chief Communications Officer • Graphics Communications Manager
Web Technical Management	N/A	Director, Academic and End User Support Application Specialist IV (Web Programmer) Web Designer
Professional Learning (PD)	N/A	?
Procurement	N/A	Director, Purchasing Services Senior Buyer
OCRC	N/A	Executive Director, OCRC
ITS	N/A	AVC, ITS
Facilities		AVC, Facilities or Director, Facilities , DOC

a. Accessible Teaching (subcommittee) (DE Faculty Advisory group exists)
    1. Distance Education SAC
    2. Distance Education SCC
    3. Distance Education CEC
    4. Distance Education OEC

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