Web communications committee
March 15, 2018 10-11 a.m.
Grossmont College ASGC Board room

Present:
Anne Krueger, chair
Jodi Reed
Lorena Ruggero
Debbi Smith
Taylor Smith

1. **Adding a website accessibility statement page**
   Debbi prepared draft content for a website accessibility statement page. The committee approved the content without changes. The page will be a district page and linked to from the college websites.
2. **Adding link to the home page header or footer**
   Discussion ensured about where to link to the page off the home page. Possibilities include replacing the Blackboard icon, putting in the left-hand side of the footer, or adding to the listings on the right side of the footer. Debbi to review and recommend best location. Debbi will publish the web page, but not link to it from the home page to allow time for review.
3. **Adding a form to report accessibility problems**
   The form will include a dropdown menu for issues with accessibility, web pages or links. Emails from the page about website issues will go to one email address that will be seen by D. Smith, L. Ruggero, J. Reed, Rocky Rose and Rhonda Bauerlein. A line will be included with the email address for those who have trouble using the form on their device.
4. **Tracking accessibility complaints**
   It's important to keep track of complaints and show that they were acted on as proof that the district takes action on accessibility issues. The group discussed several options such as Google Docs, a share drive, or other options. Debbi will research options and report back to the group.
5. **Cascade 8 update**
   Debbi is working on a training booklet. Lorena to create a 3-minute video on Camtasia that is an overview of the new system. The video will be ready by mid-April.
   Debbi will train A. Krueger and Della Elliott on Cascade 8 because they are frequent users of the system and can make sure the training information is complete.
6. **Next meeting**
   April 26 10-11 a.m. at Cuyamaca J. Reed to find a location at Cuyamaca.