**Porterville College Accessibility Committee Charter**

### **Mission Statement**

The Accessibility Committee at Porterville College is committed to creating an inclusive, accessible learning environment for all students, faculty, classified professionals, and the community. By ensuring compliance with legal standards and promoting best practices in accessibility, the committee aims to enhance digital, physical, and educational accessibility across campus and its services, advancing educational equity for all.

### **Purpose**

The Accessibility Committee is responsible for leading efforts to increase the effectiveness and the advancement of accessibility practices at Porterville College. This includes evaluating, recommending, and implementing strategies to comply with the Americans with Disabilities Act (ADA), Section 504 and Section 508 of the Rehabilitation Act of 1973, California Government Code 7405 and 11135, and other related accessibility standards. The committee will work collaboratively with partners to ensure that digital content, educational materials, websites, and college processes are accessible and inclusive to individuals with disabilities.

### **Scope of Work**

1. **Governance and Planning**:
	1. Oversee the development and implementation of the campus-wide Accessibility Improvement PIan.
	2. Ensure alignment of the plan with the California Community Colleges Accessibility Capability Maturity Model (ACMM) milestones and goals
2. **Digital Accessibility**:
	1. Consult with Marketing and/or Information Technology Department to develop an inventory of all college-affiliated websites, including athletics and third-party services, to ensure accessibility compliance
	2. Recommend best practices for web content accessibility
	3. Collaborate with Staff Development Committee and/or Information Technology Department to ensure ongoing training for web content creators
3. **Educational Materials & Technology**:
	1. Identify and promote best practices in creating accessible educational materials and technology
	2. Develop processes for accessible document creation, communication materials, and instructional technologies
	3. Collaborate with Curriculum Committee, Distance Education, and faculty to promote the usage of accessible educational materials and to ensure online courses meet accessibility standards
4. **Physical and Event Accessibility**:
	1. Collaborate with the Maintenance & Operations Department and Marketing Department to develop a process to ensure all campus events, communication, and onboarding processes include provisions for accessibility, particularly campus-wide forms and marketing materials for events
	2. Promote equally effective alternative access for individuals who require accommodations
5. **Procurement Processes**:
	1. Partner with the Kern Community College District Contracts Office to develop procurement guidelines ensuring all technology, software, and materials purchased by the college meet accessibility standards
	2. Collaborate with the Staff Development Committee to ensure regular training is provided in the procurement process, equipping staff to make accessibility-conscious purchasing decisions.

### **Membership**

The Accessibility Committee will include representatives from across the college to ensure a wide range of perspectives and expertise. The membership structure is as follows:

* **2 Faculty Representatives**: Appointed by the Academic Senate.
* **2 Classified Professional Members**: Appointed by Classified School Employees Association (CSEA).
* **2 Administrators**: Appointed by the College President.
* **1 Student Representative**: Appointed by the Associated Students of Porterville College (ASPC).
* **1 Additional Student Representative**: Appointed by the Disability Resource Center Program (DRC) to ensure student accessibility needs are fully represented.
* **1 Representative from Information Technology**: Appointed by the Director of Information Technology.
* **1 Representative from Maintenance & Operations**: Appointed by the Director of Maintenance and Operations
* **1 Representative from Distance Education**: Appointed by the Academic Senate.
* **1 Representative from Human Resources**: Appointed by the Director of Human Resources.
* **1 Representative from Athletics**: Appointed by the Director of Athletics
* **1 Representative from Department of Rehabilitation (Non-Voting Member)**: Appointed by Co-Chairs

Of the above membership, the two following considerations must be included:

* Shall be at least 1 Employee Representative from Disability Resource Center,
* Shall be at least 1 Representative from Maintenance & Operations who is not duplicative with the M&O representative on the Facilities Planning Committee.

### **Quorum**

* The quorum for the Accessibility Committee shall consist of 50% of the voting memberships and shall include at least one representative from faculty, classified professionals, and administration to ensure equitable participation in decision-making.

### **Leadership and Meetings**

* The committee will be co-chaired by an administrator, a faculty member, and a classified professional. Each co-chair will serve for two years, with appointments rotating between the membership groups.
* Meetings will be held monthly, with additional meetings scheduled as necessary to address urgent accessibility matters.

### **Reporting**

The Accessibility Committee will provide regular reports to the College Council, Academic Senate, and other relevant bodies. A formal annual report will be submitted detailing progress on the Accessibility Improvement Plan, including key metrics and milestones.

### **Evaluation and Accountability**

* The committee will regularly evaluate the effectiveness of its actions through feedback from partners, including students, faculty, and classified professionals with disabilities.
* Progress toward achieving the Accessibility Improvement Plan and ACMM milestones will be tracked through documented evaluations, surveys, and reviews.