Cerritos College
Web Standards Committee
Minutes
September 24, 2020

Meeting attended by:	Miya Walker, Javier Banuelos, Samuel Chavez, Tim Kyllingstad, Patrick O'Donnell, Liz Page, Rebecca Pang, Carl Stammerjohn, Albert Wilmovsky, Nick Real, Irma Gorrocino
Absent from meeting:	Erik Duane, Daniel Gardner, Sarah Pirtle, Frank Saldana, Mark Olague
Date:	September 24, 2020
Time:	10 a.m. – 11 a.m. Called to order 10:03 a.m. by Miya Walker
Location:	Zoom Conference
Minutes by:	Irma Gorrocino

Agenda Topic #1: Approve Minutes
- o Reviewed and approved minutes from July 23, 2020 meeting. **Albert– motion to approve the July 23 minutes**; **2nd Rebecca;** Motion carried.

Agenda Topic #2: Updates on Third-Party Site Review

- o Determine next steps for list
    - Samuel shared there have been many challenges in assessing the campus affiliated third party sites.
    - The first challenge being that not all sites can be crawled through the third-party scanner available through Pope Tech.
    - The scanner is now assessing all of the pages on the Cerritos College "cerritos.edu" website. Samuel had to troubleshoot with the Pope Tech technicians as there was something internal that had to be resolved.
    - Samuel shared the list of the third-party affiliated websites. However, only a few websites affiliated with the campus were successfully scanned via the Pope Tech software.
    - Some of the websites are not able to get through the crawler and content of those sites as they are deemed secured. Others are built on JavaScript or have pop-ups. Pope Tech does not have the capability to override popups. Of those highlighted on the list, Samuel was only able to access crawling Canvas and the Foundation website.
    - Samuel mentioned the entire site for FAFSA requires JavaScript running which is incompatible with the crawler. Neither the crawl nor scan functions of Pope Tech can mimic user interaction at this level. Unable to get very far due to this issue. Want the committee's recommendation on what should be done next.

- Per Samuel's recap, Miya suggested, for example, the athletics website requires for photos posted to include alt text. This example can be used as an alternative instead rather than having to use Pope Tech.
- Tim shared the Blackboard Ally, which is a learning management system that oversees the accessibility feature of Canvas through a function of a dashboard and other network tracking features. This program is being utilized by the chancellor's office until the end of the year. It may be we need to fall back on contract language that says we're paying for the service and the site needs to be accessible. We could put the ownership back on the vendor to let them know we will be conducting periodic checks, but they need to be held accountable for the accessibility of their website.
- Liz suggested we don't need to access any of the ".gov" sites as we do not have any jurisdiction over those sites. There isn't value in trying to work something out on their end. It's their obligation to be accessible just like us. We have no alternative to the FAFSA and CA Dream Act sites. Instead should deem them as a lower priority at the minimum.
- Patrick added we don't have jurisdiction to those sites, and it will not benefit us. Allow instead the chancellor's office to oversee the accessibility and take it up with the chancellor's office instead.
- Tim suggested we develop a method for reporting websites that aren't accessible and create a method for reporting it. Tim suggested with the use of the pop-up feature when leaving the campus websites to a third-party site to consider the use of adding an additional disclaimer with where to report accessibility issues.
- Samuel responded that for the past few years we already have a designated message put in place that is utilized.
- Miya stated she is unsure of the use of time to assess ".gov" sites as its not in our scope.
- Tim had stated that the focus was on sites related to the brand of Cerritos College when initially conducting these third-party website assessments. He mentioned he knows who contact at the Chancellor's office and the California Community College Foundation to look into the accessibility of the ".gov" sites. Tim shared there is no one at the chancellor's office is conducting 508 reviews and will be working with their office to support those efforts.
- Liz motioned to share any information with the ".gov" sites that Samuel encounters to share with Tim on the Telecommunication Technology Advisory Committee (TTAC) to send it up the chain of command there and that Cerritos College ceases to pursue those sites and leave it to Tim to lead those efforts on those two sites (i.e. FAFSA and CA Dream Act websites).
- Albert suggested that we as a group recommend to the chancellor's office in stating we have our concerns about these sites not being accessible

and vote on this as a committee to do this similar to what Liz suggested. Miya advised we can make this formal and say this is what we found, please advise.

- Liz mentioned that she liked the idea of formalizing this recommendation and moving forward to share this with the Chancellor's office.
- Samuel advised that we move slowly with this effort in how we state a site isn't accessible. Samuel asked for clarification if this means perhaps going back to the list to determine if we will want to access Cerritos College affiliated sites instead.
- Miya clarified what our limitations are with this exercise. To clarify, we want a formal recommendation to the chancellor's office (TTAC) from this committee that says here's what we found in our exploration of accessibility. There are the sites that our government or large organizations or corporations that we have no jurisdiction over to include them in any review of system errors. Second is, Samuel and I are going to go back and revise the list of websites that are specifically branded for Cerritos College that would include the athletics webpage, myCerritos portal and identify and see if we are able to crawl and assess those sites. Based on the assessments, we would then pursue a criteria or protocol with next steps. If we have a consensus there isn't an actual item we have to solidly vote on.

Agenda Topic #3: Questions and Comments
- Miya shared that our efforts of this committee were shared with executive council and the Universal Access Committee. Based upon the committee's consensus a formal report with this recommendation in terms of next steps will be disseminated. There might be communication in between via email.

Agenda Topic #4: Next Meeting
- Next meeting is October 22, 2020 at 10 am. Meeting adjourned at 10:53 a.m.