Cerritos College
Web Standards Committee
Minutes
November 12, 2020

Meeting attended by:	Miya Walker, Javier Banuelos, Samuel Chavez, Erik Duane, Tim Kyllingstad, Patrick O'Donnell, Liz Page, Rebecca Pang, Carl Stammerjohn, Albert Wilmovsky, Nick Real.
Absent from meeting:	Daniel Gardner, Sarah Pirtle, Frank Saldana, Mark Olague
Date:	November 12, 2020
Time:	10 a.m. – 11 a.m. Called to order 10:05 a.m. by Miya Walker
Location:	Zoom Conference
Minutes by:	Irma Gorrocino

Agenda Topic #1: Approve Minutes
- o Reviewed and approved minutes from September 24, 2020 meeting. **Erik– motion to approve the September 24 minutes**; **2nd Rebecca;** Motion carried.

Agenda Topic #2: Review revised third-party web list

- o Update:
    - ▪ Per Samuel, no new updates from the previous Web Standards Committee meeting. There are still issues accessing the third-party sites.
    - ▪ Third party vendors will need to provide access to a sitemap, but the chances are highly unlikely.
    - ▪ Miya stated given these challenges it is not viable for the committee to continue to its exploration.
    - ▪ Some of the websites are not able to be crawled 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 the Pope Tech tool cannot crawl nor scan functions that can mimic user interaction at this level. Samuel was unable to complete further testing, given the limitations. The committee's recommendation is needed on next steps.
    - ▪ Rebecca shared there has been ample effort in documenting this process including the committee's awareness of accessibility challenges on third party sites. She recommended the committee develop a 1-page summary highlighting the process and efforts to crawl these third-party sites and a letter addressed to TTAC.
    - ▪ Carl mentioned it is clear we cannot do anything further, but the committee could draft a letter outlining the errors generated on these third-party sites for future auditing purposes.

- Miya clarified the committee's inability to know what the errors are on such sites since the pages have been unable to be crawled. Miya agreed with Rebecca's recommendation for a letter.
- Tim asked for clarification if in the letter will it be a blanket statement or specific to the third-party website associated with the departments?
- Once notified, Carl suggested the committee could leave it to each respective department to determine next steps.
- Rebecca clarified the purpose of the letter is to establish some sort of awareness indicating there may or may not be a potential accessibility issue. The intent would be awareness to managers as they purchase or renew web technology products.
- Miya clarified the committee chair would inform managers about potential accessibility issues with their vendor products so that issues could be addressed.
- Nick mentioned the option is unrealistic. He suggested a "buyer beware" alternative by notifying the manager that products being used may or may not be accessible.
- Patrick mentioned regarding renewals, IT has a process that if products are inaccessible, the department can either work with them to create an EEAP or they must find something that is accessible. Patrick said managers may not know what to ask the third parties unless they're part of the renewal process.
- Miya suggested that notifying managers about potentially inaccessible systems could be part of the renewal process.
- Nick stated the committee should record its efforts and inability to verify if a site is accessible, but not assume the responsibility of making sites accessible for vendors. Nick suggests the committee chair inform managers of these efforts.
- Elizabeth asked what role the Universal Access Taskforce will have in this effort. Elizabeth suggested the committee notify the Taskforce.
- Miya clarified, as chair, she has informed the Universal Access Taskforce and the Executive Council about the committee's efforts.
- Nick mentioned some software or websites would be difficult for managers to differentiate who is the responsible party to address concerns on inaccessibility. It will be difficult to exert any influence.
- Elizabeth asked would purchasing be able to assist in determining if the vendor has a contract? Nick said they should be able to do so. Miya stated some vendors don't even go through a contract-
- Nick suggested informing all managers and perhaps make it an agenda item at an upcoming manager's meeting.

Agenda Topic #3: Discussion about recommendation letter to Telecommunication Advisory Committee (TTAC)

- Miya shared a draft letter addressed to TTAC regarding accessibility sites for third-party entities utilized across the state.
- Miya mentioned she would work directly with Tim to finalize the letter on behalf of the committee. Tim is part of TTAC.

- Miya asked for a timeline on the turnaround for the letter. Tim mentioned TTAC's meeting in January as a possible time to send the letter.
- Miya will draft another version of the TTAC letter for managers to share with the committee.
- At the December meeting, the committee will to identify new dates for meetings in 2021.

Agenda Topic #4: Next Meeting
- Next meeting is December 17, 2020 at 10 am. Meeting adjourned at 10:47 a.m.