

Northwestern Oklahoma State University  
Accessibility Committee Meeting  
9 May 2025

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**Meeting Agenda**

1. Status of the syllabus supplemental sheet – Tammy Brown
2. New accessible syllabus template
3. How to roll out to faculty
4. How to utilize
5. Report on running AI algorithms on course syllabi – Roxie James
6. Update/forecast on website accessibility tasks – Kelsey Martin
7. New items

**Post-Meeting Review/Wrap-Up**

1. Decisions Made
  - a. Proceed with a streamlined template for faculty to input content specific to their courses (attached)
  - b. Further develop the syllabus supplement to provide more information and examples for faculty to draw from
  - c. Keep Doug Davidson's syllabus, and perhaps solicit one or two more from other disciplines, to provide as examples of accessible syllabi
2. Action Items
  - a. Add in the campus closure statement to the template – Tammy Brown
  - b. Obtain the new ADA statement from Student Services, then add in the template – Steve Maier, then Tammy Brown
  - c. Research the Student Complaint policy origin and re-word/make more current – Kelsey Martin (Steve Maier can help with this if needed)
  - d. Review the template to make sure an important element isn't missing – all of us
  - e. Ensure the supplement document aligns with the template – Tammy Brown
  - f. Remove the parentheses from Dr. Bell's rollcall on the agenda 😊 – Steve Maier
  - g. The plan is to have a working template to distribute to chairs and make available to faculty by the end of next week.
3. Longer Term Action Items
  - a. Accessibility training sessions for faculty
  - b. Work on university web pages. This will be heavily influenced by a new vendor assisting with making broader changes.