

Proposal to Adopt Division Accessibility Statement
Developed by 2024-25 Strategic Plan Goal 1 Strategy 3 Team

Objectives: To provide a clear statement of accessibility policies for DivCHED committee meetings that ensures they are accessible to all members, including individuals with disabilities.

Proposal: To adopt the Accessibility Statement (next page) as policy for committee meetings, notify committees of this new policy, and document this policy on the DivCHED website's list of division policies.

Financial implications: ASL interpretation costs approximately \$100/hr. ACS has no official vendor endorsement, but quotes and associated information from ASL interpretation services that ACS committees have reported using include:

Service	Sign Language Resources (SLR)	Virtual VRI (VVRI)
Website	https://slrconnect.com/	https://virtualvri.com/asl-interpretation/
Rates	<ul style="list-style-type: none">▪ Weekdays 8AM–5PM: \$95/hour per interpreter▪ Weekdays 5PM–11PM: \$105/hour per interpreter▪ Nights 11PM–8AM, Weekends & Holidays: \$115/hour per interpreter▪ Two-hour minimum billing per assignment▪ Additional time billed in full-hour increments▪ Travel charges may apply depending on interpreter location	<ul style="list-style-type: none">▪ Mon–Fri 7AM–5PM: \$80/hour per interpreter (1-hour minimum)▪ After hours & weekends: \$90/hour per interpreter (1.5-hour minimum)▪ Billed by quarter hour after minimum payment is reached
Information required	<ul style="list-style-type: none">▪ Event date, time, duration▪ Event type and content▪ Location or virtual platform▪ Any special communication needs or preparation materials	<ul style="list-style-type: none">▪ Request submitted via website form or email▪ Confirmation of sufficient internet speed▪ Consent if recording or sharing on social media▪ Credit card authorization for first-time clients
Rush Request Surcharge	<ul style="list-style-type: none">▪ +15% if < 3 business days' notice▪ +20% if < 2 business days' notice	<ul style="list-style-type: none">▪ \$20 if less than 24 hours' notice
Cancellation Policy	<p>Full fees apply unless:</p> <ul style="list-style-type: none">▪ 1-day assignment: 3 business days' notice▪ 2-4 day assignment: 5 business days' notice▪ 5+ day assignment: 10 business days' notice	<ul style="list-style-type: none">▪ < 24 hours' notice: Full fees apply▪ Monday appointments must cancel by Friday 5PM prior

DivCHED Committee Meeting Accessibility Statement

As part of DivCHED's commitment to accessibility and inclusion, we recognize the importance of providing accessible services, resources, and communication for all members. The following accessibility measures will be implemented for all virtual/hybrid DivCHED committee meetings.

For every meeting, we commit to providing:

1. **Captioning:** All DivCHED committee meetings will enable captioning (e.g., allowing users to use Zoom's built-in captioning feature).
2. **Breaks:** All committee meetings over two hours will provide at least one break.

If requested with 2 weeks' notice, we commit to providing:

1. **American Sign Language (ASL) Interpretation:** ASL interpretation will be provided upon request for committee meetings, ensuring that members who require visual language support can participate fully.
2. **Additional scheduled breaks:** Committee members can request the committee chair and/or meeting organizer schedule additional breaks in the meeting agenda.

We recognize that accessibility is not simply a checklist; it is a continuous practice rooted in care, respect, and collective responsibility. DivCHED's commitment is to not only provide the accommodations outlined above but also to be responsive to the evolving needs of committee members. This includes flexibility in meeting formats, discussion methods, and ongoing feedback mechanisms. If any member requires **additional accessibility accommodations** beyond what has been listed, we encourage them to communicate these needs directly to the committee organizers, who will do their best to fully meet these needs. Committee organizers are encouraged to reach out to division leadership for any assistance needed in meeting members' accessibility needs.