



**Texas A&M University-San Antonio**

**President's Commission on  
Accessibility (PCOA)**

**February 10, 2020**

# **President's Commission on Accessibility**

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## **PCOA Overview**

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Accessibility is defined as providing the “ability to access” and benefit from some system or entity. This includes access to electronic information resources and services through multiple ways so that communication is not contingent on a single sense or ability. Accessibility is a responsibility shared by Texas state agencies and institutions of higher education.

In December 2016, the Electronic Information Resources Accessibility (EIR) Committee was formed to provide leadership and guidance with regard to assessing risk for electronic information resources accessibility, recommend inclusive practices to minimize barriers that prevent interaction with or access to resources and services for people with disabilities, and advocate for the best interests of faculty, staff, and students. Beginning October 2019, the Electronic Information Resources Accessibility (EIR) Committee will be renamed the President's Commission on Accessibility (PCOA).

## **Purpose of the PCOA Charter**

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The purpose of this Charter is to set forth a structure for the PCOA to operate in accordance with The Texas A&M University System and A&M-San Antonio rules and regulations. The Charter defines the roles, responsibilities, and authorities of the PCOA and outlines the functions and direction for the committee.

## **Purpose of the PCOA**

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The PCOA brings stakeholders together from across the university to collaborate and communicate with respect to accessibility. The Commission will address compliance initiatives, complete strategic planning with respect to accessibility, provide status updates to university leadership, and provide the university with guidance, consultation, awareness, and training on accessibility.

In addition, the PCOA serves as an advisory body to the A&M-San Antonio councils, working groups, committees, and other entities, as appropriate.

## **Scope of the PCOA**

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- Discuss common issues and formulate solutions
- Share accessibility best practices
- Provide recommendations for risk mitigation, organize informational workshops and training
- Produce and disseminate advisory statements, as appropriate
- Assess and provide recommendations pertaining to accessibility needs, and services for A&M-SA students, staff, and faculty

- advise the President's Cabinet on matters related to general policy regarding accessibility. In addition, the Commission acts as a sounding board for proposed major changes and new services on accessibility

To provide a forum for individuals on campus concerned about accessibility issues. The specific accessibility issues to be considered by the PCOA, and the relative priority of those issues, will be set by the Chair in response to:

- Federal and state legislation
- Issues identified through one or more A&M-San Antonio councils, working groups, committees, and other entities Input from the A&M-San Antonio president

## **PCOA Membership Structure**

The PCOA is comprised of A&M-SA staff members, faculty, and designated ex-officio members from different areas of the university. The membership structure provides a mechanism for setting goals and priorities, making appropriate recommendations, and developing action items to further the accessibility initiatives across A&M-San Antonio.

## **Member Responsibilities**

Accessibility members are expected to:

- attend regularly scheduled meetings,
- share applicable information with their respective leadership,
- participate in the items outlined in the scope and
- vote on matters that may impact the PCOA.

## **Ex-officio Members**

Any PCOA voting member may propose an ex-officio position. The ex-officio representative must receive permission from their respective leadership to participate on the PCOA. A majority of PCOA voting members must agree to allow the individual to serve on the PCOA. Ex-officio term limits may be applied.

## **Ex-officio Responsibilities**

Ex-officio members are employees of A&M-San Antonio who may be requested to:

- function in a role valuable to the group,
- participate in discussions as subject matter experts and
- perform specific tasks as appropriate.

Ex-officio members shall have the ability to participate in and have access to the PCOA listserv, repositories, etc. Ex-officio members do not have voting privileges. Permanent ex-officio members include the A&M-San Antonio CFO and CIO.

## **PCOA Officers**

PCOA officers are elected by a majority of voting membership and serve a two-year term with the option of being reelected to a successive term. Officer terms will be September through August, in alignment with the A&M-San Antonio fiscal year.

### **PCOA Commission Officers:**

#### Chair

- Serves as the primary point of contact for the PCOA
- Coordinates meetings and prepares meeting agendas
- Moderates Accessibility Committee group discussions
- Ensures communication is shared with the membership

#### Vice-Chair

- Assists with chair's responsibilities
- Assumes responsibilities of chair in their absence or if the chair is unable to fulfill assigned duties of their term
- Provides research assistance

#### Secretary

- Prepares meeting summaries and action items as appropriate
- Assists with meeting preparations (i.e. meeting space, audio equipment)
- Maintains a current organizational directory
- Other duties as requested

## **Officer Vacancy**

If there is a vacancy in the office of chair, the vice chair will become the chair. At the next regularly scheduled meeting, a new vice chair will be elected. If there is a vacancy in the office of secretary, members will fill the vacancy through an election at the next regular meeting.

If the vacant position is not filled, a special election will be held to fill the position.

## **Voting Members**

All members of the PCOA, with the exception of ex-officio members, will serve as the voting members of the PCOA. A voting member shall continue in that capacity so long as they are a member of the PCOA and employed by A&M-San Antonio.

A quorum is 75% of voting members.

## **Voting**

Members can vote by online ballot or by a rising counted vote. The secretary records the number of votes in the minutes.

## **Working Groups**

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A working group may be proposed by any PCOA member and approved by a majority vote. A working group shall elect a leader who will be responsible for official communications between the respective group and the Accessibility Committee.

## **Meetings**

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Meetings of the PCOA will be held at least four times per year (typically once per quarter). Meetings may be conducted face-to-face, via audio conference, web conference or any combination thereof.

## **Charter Review**

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The PCOA Charter and appendices shall be subject to review and revision every two years. Any revisions shall be approved by majority vote. Any amendments to the Charter may be proposed by any voting member, but must be approved by majority vote.