Meeting Minutes

Meeting Name: ARO Accessibility and Accommodations Committee
Date: September 17, 2025
Time: 3:00-4:00 PM ET

Attendees: Julia Huyck (chair), Christopher Cunningham, Ariel Hight, Patricia Aguiar, Aravind Chenrayan Govindaraju, Lisa Cunningham, Samantha Stiepan, Lisa Cunningham (council liaison), Rhiannon McNeely (executive office)

Evaluation of Posters

The committee discussed the primary agenda topic which was the evaluation criteria for posters, including the use of Google Forms for submission and the importance of providing a rubric to students.

Decisions Made:

- Use Google Forms for poster submission.
- Finalize the evaluation criteria and rubric for students.

Action Items:

- Julia Huyck to finalize and format the rubric.
- Julia Huyck to create a Google Form for submission.

Weighting of Evaluation Criteria

The committee discussed whether to weigh all categories equally or to keep the evaluation simple without weighting.

Decisions Made:

- Keep the evaluation simple without weighting.

Action Items:

- None

Font Size for Graphics

The committee debated whether to include font size for graphics in the text or graphics section, and the minimum font size to be used.

Decisions Made:

- Include font size for graphics in the graphics section.
- Set a minimum font size of 18-point for graphs.

Action Items:

- Julia Huyck to update the rubric to include the font size for graphics.

Office Hours for Poster Discussions

The committee confirmed the dates for office hours to assist students with poster accessibility.

Decisions Made:

- Hold office hours during the week of January 19th.

Action Items:

- Committee members to provide their availability for office hours.

Local Accessibility Experts for 2027 Meeting

The committee discussed potential local accessibility experts to invite for the 2027 MidWinter meeting special sessions submission.

Decisions Made:

- Ariel to reach out to J.R. Rizzo.
- Samantha to reach out to a contact at UC Irvine.

Action Items:

- Ariel to confirm J.R. Rizzo's availability.
- Samantha to contact at UC Irvine and CC Julia in the communication.