KalamazooVALLEY™
community college

Universal Design Committee
Meeting Minutes
January 17, 2014

Present: L. Baldwin, D. Bertch, S. Cook, G. Fredericks, C. Gibson, B. Reynolds, J. Stasiuk
Absent: B. Graening

1. Call to Order – The meeting was called to order by D. Bertch at 1:30 p.m.

2. Welcome and Introductions – Members of the committee were welcomed and introduced. Committee representation was discussed. Additional faculty representation was suggested. S. Ott has volunteered to serve on the committee. B. Reynolds will pursue representation from the English department. Marylan Hightree and Mary Kay Pobocik will be invited to attend the next meeting.

3. Review/Revise/Approve Agenda: The agenda was approved as presented.

4. Purpose Statement: Discussion regarding creating a purpose statement took place. A broad statement will be developed. Ideas from online sources such as the University of Colorado at Boulder, U of M, and the University of Georgia will be considered when developing our statement. D. Bertch will review sources and create a KVCC specific statement to share with the group. Suggested items to include in the statement follow:

    *   Be compliant with the Americans with Disabilities Act (ADA) and the 1998 amendment to the Rehabilitation Act of 1973 (Section 508).
    *   Increase accessibility of academic college materials.
    *   Increase accessibility of instructional and marketing materials.

5. Policy Statement: Developing a policy statement was briefly discussed. The distinction between a policy statement and purpose statement was made. It was decided both were needed. The policy statement will be driven from the purpose statement and would need to tie to the Cabinet Member Operating Policies (CMOP).

6. Assessment of Needs – Postponed.

7. Scope of work (Brainstorming)
    7.1 What do we need to look at?
        *   Access to course materials (every subject, every course)
        *   Web based online learning.
            o   Items that are imported into curriculum from the web.
        *   Non-print media. (Videos/DVDs)
        *   Closed Captioning
        *   ADA certified course management systems.
        *   Desire2learn
        *   How to get ADA certified.
            o   B. Reynolds will research
        *   Online compliance checks.
        *   W3C and AA accessibility standards.
        *   Web accessibility

- Textbooks - Investigate what is available. (Gena Mead)
- Software (B. Graening)

   7.2 Suggestions for course of action:
- Convert all printed material to an electronic format (Word or PDF document).
  - Create a timeline for conversion. One academic year was suggested beginning fall 2014.
  - Survey faculty to see how many will need help with the conversion process.
  - Provide batch scanning services.
- Counsel faculty on how to make materials accessible.
  - Include items written on a chalk board.
  - Encourage faculty to create class notes that can be saved and sent electronically.
- Prioritize expectations.
  - Provide minimal expectations.
- Begin using VPAT (Voluntary Product Accessibility Template)
  - B. Graening will initiate this process.

8. Priorities
   8.1 Identify where we are going to start
- CAS (Class Assignment Schedules) and all hand-out materials.

9. Knowledge Gaps
   9.1 What additional information is needed?
- Create a checklist for purchasing academic materials.
- FAQ for faculty
  - Include how to respond to requests.
  - Address faculty concerns and fears.

   9.2 What can we do to help?
- Provide monthly mini workshops.
  - Encourage faculty to upload materials during workshops.
- Utilize Blogs

   9.3 How do we get the word out?
- Create handouts.
- Faculty Seminar Days
  - Include mandatory sessions.
- College Wide and Department meetings.

10. Representation/Stakeholders
   10.1 Do we have the right representation? – See #2.

11. Communication/Transparency
   11.1 Communicate with faculty and the college community regarding what we are doing.

12. Resources
   12.1 What resources do we need to support faculty?
- Sandy Fletcher (Media Services)
- Libraries
- IT
- Word processing

13. Next Steps: To be determined.

14. Meeting Schedule: Best days, times and frequency of meetings was discussed. Friday mornings will be targeted. The next meeting will be set 2 – 3 weeks out.

15. Next Meeting: The next meeting will be on 2.14.2014 at 0930. Room TBA.

16. Adjourn: The meeting was adjourned at 2:23 p.m.