

UNIVERSAL DESIGN COMMITTEE

Meeting Minutes
February 14, 2014

PRESENT: M. K. Pobocik, B. Olson, J. Stasiuk, S. Cook, S. Ott, B. Reynolds, M. Hightree, G. Fredericks, L. Morrison, B. Graening, L. Baldwin, D. Bertch

1. Call to Order – The meeting was called to order by D. Bertch at 9:30 a.m.
2. Review and Approve Meeting Minutes of January 17, 2014 – The meeting minutes of January 17, 2014 were approved as distributed.
3. Welcome and Introductions – Committee members were welcomed and introduced.
4. Review/Revise/Approve Agenda – The agenda was approved as distributed.
5. Updates/Announcements
 - 5.1 ADA Certification – B. Reynolds provided an overview of the ADA Certification the university system of Georgia achieved with their E-core curriculum. The Learning Management System used by Georgia is Desire 2 Learn. He discussed several opportunities KVCC should consider moving forward to be compliant. B. Reynolds agreed to report back on who awarded the ADA Certification.
 - 5.2 Other – None.
6. Business
 - 6.1 Purpose Statement – Three options were presented for consideration as potential purpose statements for the committee. After good discussion the following purpose statement was endorsed as a draft. A second reading will be required at the March meeting.

The purpose of the Kalamazoo Valley Community College Universal Design and Accessibility Committee is to facilitate the development, application, and evaluation of systems that are equally accessible for all. The committee will assess and prioritize the implementation of universal design recommendations, establish budget implications, and communicate implementation strategies consistent with accepted Universal Design principles.
 - 6.2 Assessment of Needs – At this time it was determined to be too early in the process to assess faculty needs regarding the roll-out of Universal Design. For the most part faculty need more information and have many questions. L. Baldwin agreed to create a FAQ document to facilitate greater understanding and continue the conversation with faculty about universal design. L. Baldwin will develop a draft FAQ and will distribute it for input from the committee.

6.3 Scope of Work

6.3.1 Priorities – The group agreed to the following accessibility priorities in instruction:

- Access to Course Materials (2014-2015 Academic Year) – Electronic access to course materials in Word or PDF.
- Alternate Text
- Captioning Transcription to include DVD Purchases/Acquisitions
- Software – B. Graening and L. Baldwin have been working on a vendor inquiry process to ascertain accessibility compliance.
 - VPAT
- Bookstore/Textbooks – e-books or equivalent, e-text screen readers

The committee acknowledged some courses would be more difficult to make accessible (e.g., MATH, ECO, ART, etc.). These areas will require additional resources.

6.3.2 Faculty Resources – To be determined.

6.3.2 Communication – Through campus-wide faculty meetings, seminar days, department meetings, and other opportunities as appropriate.

6.4 Other – The committee was reminded of copyrighted materials (fair-use) and when appropriate to make them available electronically.

7. Next Steps – As stated.

8. Meetings – Friday, March 28, 2014 and April 25, 2014 at 10:30 a.m.; Room TBA

9. Adjourn – The meeting was adjourned at 10:45 a.m.