KalamazooVALLEY™
community college

Universal Design Committee
Meeting Minutes
September 26, 2014

Present: L. Baldwin, D. Bertch, S. Cook, G. Fredericks, C. Gibson, B. Graening, L. Hoehle, M. Hightree, G. Mead, B. Olson, M.K. Pobocik, S. Ott, B. Purdy, B. Reynolds, J. Stasiuk

1. Call to Order: The meeting was called to order by D. Bertch at 1:00 p.m.

2. Review and Approve Meeting Minutes of August 13, 2014: The meeting minutes of August 13, 2014 were approved as presented.

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

4. Updates/Announcements: D. Bertch distributed for information and review an article from the Chronicle of Higher Education entitled *"A New Obstacle for Students with Disabilities".*

5. Business
    5.1   Assessment of Needs
        5.1.1   FAQ Document Feedback: No additional feedback was reported. D. Bertch noted next steps will be to send information regarding where to access the document to faculty.
        5.1.2   Communication Plan: D. Bertch reported the communication plan was presented at the Universal Design sessions offered during Seminar Days noting next steps will be to send a college wide communication to all full and part-time faculty. D. Bertch noted this information will also be shared during Academic Update meetings planned for October and December.
    5.2   Fall Seminar Days Concurrent Sessions Feedback: B. Graening noted attendance was lacking. The group discussed the need to offer repeat sessions for winter Seminar Days. Recommendations to offer a hands-on session and a session focusing on accessible documents were brought forward.
    5.3   Accessibility Policy: D. Bertch reported researching accessibility policies online as a means to find a starting point noting most policies found online were not applicable. D. Bertch asked the group for their input and or assistance researching policies from other colleges and universities. S. Cook and L. Baldwin volunteered to help with the project.
    5.4   ALT/TXT and Non-Print Media Update: L. Baldwin reported the three worksheets are completed and have been distributed. B. Graening will post on-line.
    5.5   Captioning Update: L. Baldwin provided the group with an overview of Grand Rapids Community Colleges captioning process which included information regarding priorities, software options, personnel and expenses related to the captioning process noting funding needs to be in place before moving forward. B. Purdy brought forward a recommendation to consider internships with CNM students. L. Baldwin noted the ultimate goal is to caption all visual images.
    5.6   Software/VPAT Update: Nothing new to report.
    5.7   Bookstore/Textbooks Update: Nothing new to report.

5.8 Webpage Update: S. Cook distributed for review KVCCs web site accessibility report generated by Siteimprove software. S. Cook provided the group with an overview of the report noting most of the issues identified are easy fixes. S. Cook noted the next tier of Siteimprove software will allow monitoring of Moodle courses.

6. Other
   6.1 M.K. Pobocik reported receiving requests for printed materials, specifically quizzes, only available online noting the online version (Moodle) needs to be converted to a printable format to print correctly.

7. Next Steps:
   7.1 Revisit the Communication Plan - All
   7.2 Create space for recommended sessions during Seminar Days – Fredericks
   7.3 Create Guidelines for Faculty Exploring Software – L Baldwin/B. Graening
   7.4 Post ALT/TXT worksheets – B. Graening
   7.5 GRCC Accessibility Policy – L. Baldwin

8. Future Agenda Items
   8.2 Correspondence (Publisher Letter)
   8.3 Trouble Log or forum within Moodle for faculty to report challenges with Universal Design.

9. Next Meeting: October 31, 2014 at 1:00 p.m. in room 3330.

10. Adjourn: The meeting was adjourned at 1:47 p.m.