Universal Design Committee
Meeting Minutes
October 31, 2014

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

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 September 26, 2014: The meeting minutes of September 26, 2014 were approved as presented.

3. Review/Revise/Approve Agenda: The meeting agenda was revised to include a report on an Online Accessibility Course from M. Hightree and an overview on the Web Accessibility Benchmark & Planning Tool provided by S. Cook.

4. Updates/Announcements:
    4.1 Membership: The group briefly discussed committee representation. M. Hightree brought forward a recommendation to include library representation. D. Bertch noted an invitation to join the committee will be extended to J. Ratliff or M. Marks.

5. Business
    5.1   College-wide Email: D. Bertch reported a college-wide email regarding Universal Design was sent to faculty. Feedback received from faculty was briefly discussed. D. Bertch noted a follow-up communication will be sent in the next few months.
    5.2   Winter Seminar Days: G. Fredericks reported a Universal Design hands-on working lab for faculty who are interested has been added to the winter 2015 Seminar Days schedule noting L. Hoehle is monitoring the session. Committee members were asked to pencil-in the workshop on their calendars.
    5.3   Accessibility Policy Update: L. Baldwin distributed online accessibility policies from two community colleges asking all to review the policies in preparation for additional conversation at the next meeting.
    5.4   ALT/TXT and Non-Print Media Update: M. Hightree provided a brief update stating all documents have been included on the Faculty Success Center website.
    5.5   Online Accessibility Course: M. Hightree reported joining a MOOC (Massive Open Online Course) course regarding accessibility. A brief overview of the course was provided. M. Hightree noted the course is free and still available to all who have interest in joining. Contact M. Hightree with interest.
    5.6   Captioning Update: L. Baldwin provided the group with an overview of an affordable way to begin captioning noting the process will be time consuming and a transcriptionist will be needed. The group discussed internship opportunities and budget implications. M. Hightree and M.K. Pobocik agreed to review the captioning recommendations and will follow up with a report at the next meeting. L. Baldwin noted next steps will be to prioritize classes and run a trial.

5.7 Software/VPAT Update: L Baldwin distributed for review draft copies of the Software Accessibility Guidelines and Publisher Letter and provided the group with a brief overview of each. B. Reynolds brought forward a recommendation to create a rubric for faculty use. After brief discussion the group agreed to move forward with the recommendation. L. Baldwin will begin work on a draft rubric that will be piloted by ENG faculty. Next steps will be to gather feedback from faculty.

5.8 Bookstore/Textbooks Update: D. Bertch addressed this item for G. Mead noting nothing new to report.

5.9 Web Accessibility Benchmark & Planning Tool: S. Cook provided the group with an overview and demonstration of the National Center on Disability Benchmarking and Planning Tool for Web accessibility. S. Cook noted each member of the committee has been added as a user and may access the site. The group briefly discussed options for inputting information and decided a group approach would be best. D. Bertch noted the focus of the next meeting will be the Web Accessibility Benchmark & Planning Tool.

5.10 Webpage Update: Tabled

6. Other

6.1 M. Hightree brought forward a recommendation to offer a workshop for faculty regarding the availability of resources pertaining to accessibility. M. Hightree, L. Baldwin and L. Hoehle will work together to begin planning the workshop.

5.11 B. Graening reported the directory that will house all Universal Design information needs to be re-built noting work to re-build the directory has begun. B. Graening noted more information will be shared with the group when the directory is in place.

7. Next Steps: As stated in the minutes.

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: November 21, 2014 at 1:00 p.m. in room 3330. Note: The focus of the November 21, 2014 meeting will be the Web Accessibility Benchmark & Planning Tool. L. Baldwin will lead the meeting. D. Bertch noted he is unable to attend the meeting.

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