Universal Design Committee
Meeting Minutes
March 27, 2015

Present: L. Baldwin, D. Bertch, S. Cook, C. Gibson, B. Graening, M. Hightree, M. Marks, K. O'leary,
B. Olson, M.K. Pobocik, J. Stasiuk

Absent: G. Fredericks, L. Hoehle, G. Mead, B. Purdy, B. Reynolds

1. Call to Order: The meeting was called to order by D. Bertch at 8:30 a.m.

2. Review and Approve Meeting Minutes of January 30, 2015: The meeting minutes of January 30, 2015 were approved as amended.

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

4. Updates/Announcements: None presented.

5. Business
   5.1 Accessibility Policy Status: D. Bertch and L. Baldwin will work together to draft the policy.

   5.2 ALT/TXT and Non-Print Media Update: M. Hightree provided the group with a brief update reporting on non-print media services, costs, automatic sync technologies and job descriptions. M. Hightree also distributed for review the Web Accessibility Guidelines providing the group with a brief overview.

   M. Hightree brought forward a recommendation to remove ALT/TXT and Non-Print Media from the agenda noting tips and tricks will be shared intermittently. The group briefly discussed and agreed to the recommendation.

   5.3 Captioning Update: The group briefly discussed outsourcing and in-house captioning options. D. Bertch noted a conference call with a captioning software vendor is planned.

   5.4 Software/VPAT Update: L. Baldwin provided a brief update reporting on meetings with publishing companies noting a formal process for Software and VPATs needs to be developed and communicated to faculty. L. Baldwin noted VPATs are located on the G drive: G:\Universal Design and Accessibility\Vendors and Publishers. The group briefly discussed the following.
   - Complaint logs (OCR and publishers non-compliance issues)
   - Develop a process for faculty to report ADA compliance issues
   - Seminar Days – Mandatory Universal Design session for fall.
   - Mission – Basic policies and procedures followed by basic training.

   L. Baldwin and B. Graening will begin developing the procedures.

   5.5 Bookstore/Textbooks Update: Nothing new to report.

5.6 Webpage Update: S. Cook provided the group with a brief update reporting on the need to have Marketing videos captioned. D. Bertch noted he will contact L. Depta to begin this conversation.

5.7 Universal Design/Accessibility in the News: L. Baldwin shared with the group an article involving two schools facing a lawsuit for lack of online captioning. L. Baldwin noted the ruling from this lawsuit will likely become the standard.

6. Other: None presented.

7. Next Steps: As stated.

8. Future Agenda Items
   8.1 Accessibility Draft Policy – Bertch/Baldwin
   8.2 Seminar Days Plan
   8.3 Procedures for Faculty
   8.4 Universal Design/Accessibility in the News (Routine Agenda Item)

9. Next Meeting: TBD

10. Adjourn: The meeting was adjourned at 9:19 a.m.