

**Universal Design Committee
Meeting Minutes
December 11, 2015**

Present: L. Baldwin, D. Bertch, S. Cook, C. Gibson, B. Graening, L. Hoehle, K. O'leary, B. Olson, M.K. Pobocik, B. Purdy, S. Reidenbach, B. Reynolds

Absent: P. Eagan, G. Fredericks, M. Hightree, M. Marks, G. Mead, J. Stasiuk

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 August 6, 2015: The meeting minutes of August 6, 2015 were approved as presented.
3. Review/Revise/Approve Agenda: The meeting agenda was approved as presented.
4. Updates/Announcements: None presented.
5. Business
 - 5.1 Seminar Days Feedback: L. Baldwin and L. Hoehle provided the group with a brief update reporting faculty liked the style and shorter length of the presentation.
 - 5.2 Captioning Update: M.K. Pobocik reported on captioning obstacles noting her current workload does not allow for captioning at various times during the semester. M.K. Pobocik brought forward a recommendation to consider a dedicated captioning position or outsourcing this work.

D. Bertch shared with the group the Faculty Reception Area Survey results regarding total minutes of video shown in class or posted to MOODLE and, of that number, the percent of videos closed-captioned noting the results of this survey show much work is needed to move forward with closed-captioning.

The group briefly discussed Jing accounts, a streaming server for videos, outsourcing options, establishing a media accessibility link and next steps including the need to look at internal options for closed-captioning.

L. Hoehle and B. Graening will meet to discuss the streaming server and report back.
L. Baldwin agreed to follow-up with GRCC on costs for outsourcing work.
D. Bertch suggested we assess staff skill sets in the Faculty Reception Area as a potential alternative to outsourcing this work.
 - 5.3 Software/VPAT Rubric: B. Graening updated the group on VPATs in place and next steps.
 - 5.4 Bookstore/Textbooks Update: Nothing new to report. (D. Bertch)
 - 5.5 Webpage Update: S. Cook reported new web pages are being built to comply with accessibility guidelines.

- 5.6 Moodle Accessibility: L. Hoehle reported ten faculty will begin testing Moodle 3.0 in January (2016) noting a recommendation whether or not to upgrade will be made by the end of the winter 2016 semester.
- 5.7 Universal Design/Accessibility in the News: L. Baldwin distributed for information and review a resolution agreement and letter regarding accessibility compliance. L. Baldwin reported the Office for Civil Rights may begin conducting random checks on websites. L. Baldwin will continue to investigate and report back to the committee.
6. Other:
 - 6.1 B. Graening shared P. Eagan has requested more licensing for Jing. The group briefly discussed Jing licensing costs, and captioning options within Jing. L. Hoehle recommended looking into Camtasia noting educational pricing is available.
 - 6.2 The group briefly discussed tracking accommodations for students with accessibility issues. L. Baldwin recommended creating a resource bank of accessibility ideas.
 - 6.3 N. Newman requested a repository for captioned videos.
7. Next Steps/Agenda Items:
 - 7.1 Guidelines for Faculty – Baldwin
 - 7.2 Captioning Costs – Jing vs. Camstasia – Graening
 - 7.3 Resource Bank of Accessibility Ideas - Baldwin
 - 7.4 Repository for Captioned Videos - All
8. Next Meeting: January, 15, 2016 at 10:30 a.m. in room 4380.
9. Adjourn: The meeting was adjourned at 10:35 a.m.