

Universal Design Committee
Meeting Minutes
October 7, 2016

Present: M. Marks, B. Reynolds, N. Newman, G. Fredericks, L. Baldwin, B. Graininess, M.K. Pobocik, S. Reidenbach, P. Eagan, M. Hightree, M. Thompson, D. Bertch
Absent: B. Olson, J. Stadium, L. Hoehle

1. Call to Order: The meeting was called to order by D. Bertch at 10:30 AM by D. Bertch.
2. Review and Approve Minutes of May 13, 2016: The meeting minutes from May 13, 2016 were approved as distributed.
3. Review/Revise/Approve Agenda: The agenda for this meeting was approved as distributed.
4. Updates/Announcements: None.
5. Business
 - 5.1 Software Accessibility Guidelines & Publisher Letter: L. Baldwin updated the group on the guidelines and letter. The guidelines and letter have been reviewed by several individuals. At this time no changes have been recommended. We now need to decide who will act as the signatory for the letter. D. Bertch agreed to bring this to the Cabinet for a recommendation.
 - 5.2 Resource Bank of Accessibility Ideas: L. Baldwin shared that after deliberation the resource bank would be housed out of the Office of Student Access and would include ideas from faculty. Roll-out would permit faculty access once available. This option will need to be communicated to faculty.
 - 5.3 Captioning: D. Bertch reported that several math faculty have requested access to a Camtasia license. Presently, the college is assessing the feasibility of a site license versus individual licenses. A site license will cost the college approximately \$3,200.00. A Camtasia/Snagit bundle was around \$300.00 last year. This year the pricing has gone down to \$199.00. The price for Camtasia alone is \$179.00 per copy. L. Baldwin noted that current experiences with Camtasia require one hour of staff time for each 5 minutes of video. B. Greening, D. Bertch, and T. Hutchins will continue to assess options.
 - 5.4 Bookstore/Textbooks Update: E-books/E-textbooks are not considered accessible for print impaired individuals.
 - 5.5 Webpage Update: M. Thompson reported that the current software used to assess accessibility reviews the top 1,000 pages. This leaves several thousand other pages that have not been reviewed. He continued that there are no clear rules/expectations. Presently, our admissions application on the homepage needs to be addressed.

- 5.6 Moodle Accessibility: M. Hightree shared that Moodle is accessible. Rather, online content posted on Moodle may not be accessible. M. Hightree recommended an activity be offered during seminar days devoted to accessibility and adapting online content.
- 5.7 Read Speak/Read Write: G. Fredericks reported on multiple vendors with different levels of functionality. General screen readers may not be something all students would be able to use as students may have their own preferences. L. Baldwin suggested we identify what Michigan State University uses. G. Fredericks will follow-up with L. Baldwin.
- 5.8 Universal Design/Accessibility in the News: The group discussed Schoolcraft College's OCR investigation and what KVCC is doing to address accessibility. L. Baldwin shared that interest in audio description for video for the blind is peaking.
6. Other: None.
7. Next Steps/Agenda Items: Remove Correspondence (Publisher Letter) and Accessibility MOOC and Resources from Future Agenda Items.
8. As stated.
9. Next Meeting: To be scheduled. D. Bertch will look at an alternate day from the original day.
10. Adjourn: The meeting was adjourned at 11:25 AM.