UNIVERSAL DESIGN COMMITTEE
MEETING MINUTES
SEPTEMBER 28, 2018

Present: B. Reynolds, N. Newman, G. Fredericks, B. Graening, M. McGowen, M.K. Pobocik, S. Reidenbach, M. Thompson, B. Olson, J. Stasiuk, G. Mead, J. Rix, M. Pfaff, A. Kobb, T. Welsh, D. Bertch
Absent: L. Baldwin, A. Bowler, V. McCann, D. Lindsley

1. Call to Order – The meeting was called to order at 10 AM by D. Bertch.

2. Review and Approve Minutes of April 6, 2018 – The minutes from April 6, 2018 were approved as distributed.

3. Review/Revise/Approve Agenda – The agenda was approved as distributed.

4. Updates/Announcements
   4.1   https://youtu.be/0j8WqE8RZJk - Video on captioning and accessibility: D. Bertch requested that members of the committee view this video as shared by L. Baldwin.
   4.2   https://www.csun.edu/universal-design-center - Incorporating UD: D. Bertch requested that members of the committee view this video as shared by L. Baldwin.

5. Business

   5.1   OCR Compliance Update – T. Welsh shared and discussed the Draft Web Accessibility Plan Outline (to be included as an attachment with the minutes from this meeting) and the critical action dates. KVCC will be required to provide a report by February 2020.

   5.2   Web Accessibility Update – M. Thompson provided an update on KVCC's website. Based on 'Site Improve,' KVCC's public website scored a 91.9% using the WCAG 2.0 department of education standards. KVCC has been working with an outside vendor to change its website. Concerns were shared regarding the impact on the LMS to remain compliant.
      5.2.1   Training – Upcoming and will include training for trainers.

   5.3   Captioning[3] – G. Fredericks/T. Welsh/M. Thompson: Multiple conversations have occurred over the past few months regarding how to address captioning. G. Fredericks shared that Panopto has the ability to caption, but requires one to review the output for accuracy.
      The group discussed the potential to access mini-grant money to offset captioning costs to have external vendors complete just-in-time captioning. In addition, the 2019/2020 budget should include dollars for internal transcriptionists.

   5.4   Bookstore/Textbooks[5] Update – G. Mead reported that accessibility issues has been evolving with publishers. At times, the materials are clunky. The industry is beginning to recognize the need.

   5.5   Other – N. Newman requested clarification regarding the need to include a statement in the Class Assignment Schedule regarding accommodations and the student's responsibility to contact the Office of Student Access. M. McGowen acknowledged the need for students to contact her office but did not indicate the need, although it would be helpful, to have a statement in the Class Assignment Schedule. Currently, there is a generic statement on each course master syllabus.

6. Next Steps/Agenda Items – T. Welsh has agreed to chair future meetings. Please contact T. Welsh with items for the agenda.

7. Next Meeting: The next meeting will be on January 25, 2019 at 10 AM, room TBD.

8. Adjourn – The meeting adjourned at 10:35 AM.