UNIVERSAL DESIGN COMMITTEE
MEETING MINUTES
APRIL 17, 2023
9:00 AM IN ROOM 4380

1. Call to Order – 9:02am by Tim Welsh

2. Review and Approve Minutes of November 14, 2019 meeting

3. Announcements – Welcome New Members
   a. Welcome, Tim Welsh,
   b. Continue as November 2019 as last minutes of records. A lot of work being done behind the scenes in smaller group meetings.

4. Business

   4.1   Web Accessibility Update – DOE/OCR- M. Thompson
         2017 complaint public notice of steps making accessibility part of our design process. Had a review come through and the DOE provided a list of 6-7 items to work on. Have progressed with only one more forms going through and then case will be closed. Accessibility rating currently 82 we moved from mid 60s . Looking at new product, POPETECH, that could provide a walkthrough CANVAS
         February 2020 first response sent to DOE.

   4.2   Office of Student Access update – L Baldwin,  M. McGowen

   4.3   Outside sources and accessibility. Due to the move to high virtual relying on outside sources and ensuring their accessibility. The virtual world has made our College more accessible to our Students.

   4.4   Faculty Success Center – G Fredericks, M. Pfaff
         Pandemic sped up a lot of projects. Captioning project was initiated but is now in full swing. Molly and David have designed tutorials to help make documents accessible for students. POPETECH accessibility checker as well as running reports for CANVAS to verify accessibility. Possible replacement of SiteImprove so was not added as an additional budget line item.

   4.4   Learning Management System Update – G. Fredericks, M. Pfaff
         Learning Tool Interfaces (LTI) – third party add-ons for virtual learning. Established vetting process to get on top of the many LTIs that are being suggested. Rubric is designed to help make the vetting process of LTI's transparent.
         Michigan Colleges Online no longer exists. MCCA is absorbing many of the functions.
         ETOM – taken over much of the training from EOC

   4.5   Captioning – G. Fredericks
         Budget request to have a recording room and redesign of FSC lab.

   4.6   Bookstore/Textbooks Update – G. Mead
         Tim will follow up and report back.

   4.7   Museum Update –  L. Kobb

4.7.1    KVM recently met with the designers of the museum's website to discuss small changes to improve the user experience and accessibility. Shorter exhibit titles were discussed.

4.7.2    Kalamazoo Valley Museum will partner with Lighthouse Autism Center for Autism Customer Service Training for all museum staff. This training will be paired with the Disability Network SouthWest Michigan's Autism 101 training.

4.7.3    A social story for the current traveling exhibit "Mental Health: Mind Matters" has been created by Museum Interpreter Heather Lehman and sent to the Mind Matters exhibit house for approval. The goal is to make it available on the museum's website - along with the other museum social stories for permanent galleries - as a tool for museum visitors to use to prepare for their visit. KVM will also offer the Social Story free of charge to the exhibit house so that it can be utilized by future institutions who rent this exhibit.

4.7.4    The Mind Matters exhibit is a very noisy space. All museum visitors are met at the entrance of the exhibit by a Museum Aide who explains that the exhibit contains difficult mental health subjects and is noisy. Visitors are then offered noise-reducing earmuffs. This is helpful for visitors with auditory sensory issues.

4.7.5    A gallery space not intended as a visitor access point was recently damaged by a patron who was utilizing an electric scooter. The patron attempted to pass through a space not intended as a "pass-through." The museum has identified this as a design flaw in the exhibit space and will be both repairing the damaged exhibit and reconsidering a more substantial barrier. This barrier will need to be approved through a fire-safety inspection and public safety to ensure continued safe egress in the exhibit space.

4.7.6    Two new museum education/programming carts were commissioned for construction and have arrived! Sounds weird to say, but the staff LOVES them. The carts are incredibly functional in all the ways required for the many challenges of museum use. Both carts have a sturdy fold-down desk-top feature that allows for a shorter desk height. This will be great when presenting demonstrations for museum visitors who are shorter or utilize a wheelchair. One cart will be replacing the cart currently used as the museum aide station on the third floor, the other is for "flex use" for pop-up demonstrations, educational tours, rain garden tours, and other program-specific needs for a small mobile tabletop station.

4.7.7    We have experienced a growing need for accessible seating in the MJS Theater. Depending upon the program, the entire back row of the auditorium is sometimes now reserved as accessible seating. This has been very helpful to our elderly visitors who are unable to navigate the stairs to access other seating. We look forward to the approved ramp construction project beginning for MJS Theater which will replace the current wheel-chair elevator with a ramp and allow for more accessible seating options for patrons.

4.7.8    Also, in brand new news as of today - April 18th, KVM is adding to the museum collection a wheelchair from Kalamazoo from the 1950s. We anticipate that this object will have use in future exhibits as an object that tells many stories related to ableism, accessibility, and the fight for disability rights.

4.8    Other

4.8.1    S. Reidenback - Designed videos to help students with Instrument videos to help students practice and

4.8.2    B. Reynolds - Faculty more aware of resources for videos and Canvas resources.

    4.8.3   P. Eagan - Candidate interview questions; how do they approach different students trying to pull this focus from candidates.

    4.8.4   Potential Summit offering: General session versus a breakout to focus on the importance of Universal Design and accessibility.

    4.8.5   D. Linsey - Remote options for tutoring have been very helpful. Drop-in Zoom OSA was up and running within 24 hours.

    4.8.6   M. Thomposn - Even TIP courses can take advantage of Universal Design and Accessibility

    4.8.7   Building a resource

    4.8.8   V. McCann redesigned/reimagining tactile models for a student taking a online course who was visually impaired.

    4.8.9   Ashley – physical space within the library has been reviewed and continues to be made more accessible based on feedback from students.

5. Next Steps/Agenda Items

6. Next Meeting – Fall 23 Late September after Semester starts.

7. Adjourn 9:52AM by Tim