

Kalamazoo Valley Universal Design Committee Meeting Agenda

4/18/2025 – 1:00 p.m. – TTC room 1330

Co-Chairs: Paige Eagan, Provost & Vice-President for Instruction and Student Services
Aaron Snead, Vice-President for Information Technology

1. Welcome and Introductions
2. Review and Approval of Previous Meeting Minutes
3. Ongoing Initiatives and Business
 - a. Simple Syllabus
 - b. Video and live-stream
 - c. Popetech and exploration of an add-on for alternative formats for students
 - d. New accessibility requirements in April 2026
 - e. Canvas course standards checklist
 - f. Captioning
4. New Business
5. Changes to Committee
6. Integrating UD principles into all patron experiences (learning, rentals, etc.)
7. Promoting UD awareness
8. Open floor for questions or comments from any attendees
9. Action Items and Next Steps
10. Next Meeting – date, time location
11. Adjournment

MINUTES

Universal Design Committee

April 18, 2025

1:00-2:30pm

Members Present: Gail Fredericks, Molly Pfaff, Veronica McCann, Michele McGowen, Amy Brandt, Ashley Bergkamp, Mickey Moses, Jon Stasiuk, Lisa Winch, Nicole Newman, David Swann, Dave Zokvic, Mike Thompson, Lexie Kobb, Aaron Snead

Recorder: Mary Kay Pobocik

1. Welcome and Introduction

Snead called to order at 1:03 pm. This is our first meeting in almost two years. It won't be another two years before our next meeting.

2. Review and approval of minutes

McGowen move to approve minutes. Seconded by Kobb. Unanimous approval of minutes.

3. Ongoing initiatives and business

Snead reported that Dr. Eagan wanted to re-emphasize the focus of the committee is instructional activities. Building accessibility such as hand rails, ramps, etc. is outside the scope of this committee.

a. Simple Syllabus

Standard system of syllabi to keep all consistent. Integrates with Canvas. All full-time faculty are currently using Simple Syllabus. All part-time faculty will be using by this coming Fall semester.

b. Video and live-stream

Looking at how to handle captioning for live events. If we can get materials before event we could caption. If KVCC employees or students will be at event it should be captioned. Need to encourage captions where possible

c. Popetech and exploration of an add-on for alternative formats for students

Swann explained Popetech is an add on to Canvas that has a robust component that checks for accessibility features within the course. It looks at heading levels, missing alt text, linking issues; it will not check Word documents or PDFs, etc

d. New accessibility requirements in April 2026

New requirements coming from Department of Justice now, not Department of Education. Thompson reported that we meet AA standard. Biggest change is that the college will be responsible for third-party vendor compliance with accessibility. We will need to examine whether a vendor meets compliance as part of the adoption process and decline vendors that are not in compliance. We have a lot of work ahead of us in the next year.

- e. Canvas course standards checklist
The Course Standards Checklist is active for instructors to use to make sure their courses are accessible. This will help with the next HLC visit.
 - f. Captioning
Discussed problems with live captioning at Fall Summit. Discussed what the standard should be. Internally all pre-recorded videos must be captioned. Pfaff mentioned that Zoom or some versions of PowerPoint can caption live speaking. FSC will look into and let everyone know
- 4. New Business
Zokvic reported that he's looking into a PDF accessibility checker named Contunal Engine. PDF are a known weakness in accessibility. He explained that we can send PDFs to this service and they edit document to meet accessibility guidelines.
 - 5. Changes to Committee
Looking for new members. Send any recommendations to Snead. He suggested renaming the committee Universal Design for Learning Committee. All agreed. He will recommend name change.
 - 6. Integrating UD principles into all patron experiences
Discussion regarding captioning for outside presentations. What do we do if the presentation isn't accessible? If presentation is submitted to Event Services when they sign rental agreement, we can check and caption. Can we deny the rental if the videos aren't captioned? If audience contains KVCC employees/students then they need to be captioned.
 - 7. Open floor for questions or comments from any attendees
Stasiuk asked about changing the lights in some classrooms because they make the screens hard to see. Snead suggested get IT, Media, and Facilities together. Winch asked about the media carts; whether there is a way to cast from two different devices. Snead looking into; will need consensus from faculty.

Next meeting mid Oct 2025.

Adjourned: 1:56 pm