

UNIVERSAL DESIGN COMMITTEE

Meeting Minutes

March 28, 2014

PRESENT: D. Bertch, S. Cook, B. Graening, M. Hightree, S. Ott, M. K. Pobocik, J. Stasiuk

Absent: L. Baldwin, G. Fredericks, Lynne Hoehle, B. Olson, B. Reynolds

Guest: M. Thompson

1. Call to Order – The meeting was called to order by D. Bertch at 10:30 a.m.
2. Review and Approve Meeting Minutes of February 14, 2014: The meeting minutes of February 14, 2014 were approved as corrected.
3. Review/Revise/Approve Agenda – The agenda was approved as distributed.
4. Updates/Announcement
 - 4.1 ADA Certification: Postponed.
 - 4.2 Other: None presented.
5. Business
 - 5.1 Purpose Statement (2nd Reading): After review and a brief discussion it was MOVED, SECONDED and CARRIED to approve the purpose statement as presented.
 - 5.2 Assessment of Needs
 - 5.2.1 FAQ: D. Bertch distributed the draft FAQ document for review. Revisions and clarifications to the document were noted. FAQ document placement was discussed. Multiple placement options were recommended and will include the following: 1) Instructor mailboxes. 2) FSC website and link to FSC website. 3) College wide email to faculty. D. Bertch will make the suggested revisions and redistribute the updated document for review and additional feedback prior to April 15, 2014.
 - 5.2.2 Moodle: S. Cook distributed for review and discussion the “*Moodle Related Accessibility Coding Guidelines*” quick tips and tricks document. A decision to rewrite the document was made. M. Pobocik and M. Hightree will work with S. Cook to create a Moodle related accessibility guidelines document geared toward instructors. Instructor input will also be sought. The revised document will be brought back for review at the April 25, 2014 meeting.
 - 5.3 Scope of Work
 - 5.3.1 Priorities Revisited
 - 5.3.1.1 Access to Course Materials (2014-2015 Academic Year)
 - D. Bertch stated the goal is to make all written course materials electronically accessible.
 - 5.3.1.2 Non-Print Media
 - D. Bertch will discuss non-print media options such as television spots, closed captioning, and social media accessibility, with marketing.

5.3.2 Communications (Fall Seminar Days): The group discussed the one hour session planned for seminar days. The group agreed the following items should be provided during the one hour session: 1) Accessible course example. 2) FAQ document. 3) Moodle help document. 4) Purpose statement. D. Bertch stated group representation from the Universal Design Committee at the session is strongly encouraged.

6. Other: None presented.

7. Next Steps: As stated.

8. Next Meeting: Friday, April 25, 2014 at 10:30 a.m.; Room TBA

9. Adjourn – The meeting was adjourned at 11:23 a.m.

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