

UNIVERSAL DESIGN COMMITTEE

Meeting Minutes

April 25, 2014

PRESENT: L. BALDWIN, D. Bertch, S. Cook, G. Fredericks, B. Graening, L. Hoehle, M. Hightree, S. Ott, M. K. Pobocik, J. Stasiuk

Absent: B. Olson, B. Reynolds

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 March 28, 2014: The meeting minutes of March 28, 2014 were approved as presented.
3. Review/Revise/Approve Agenda: The meeting agenda was revised to include adding “*Ohio State Conference*” under other.
4. Updates/Announcement
 - 4.1 ADA Certification: Postponed.
 - 4.2 Other: D. Bertch reported two sessions on Universal Design have been scheduled for Seminar Days.
5. Business
 - 5.1 Assessment of Needs
 - 5.1.1 FAQ Document: L. Baldwin provided a brief overview of revisions made to the FAQ document distributed to the group prior to the meeting stating the changes made to the document were to specific laws. D. Bertch noted a header, to include the title of the document, and a footer to include committee endorsement and date will be added to the document prior to distribution.
 - Communication Plan: The group discussed FAQ document placement and distribution and agreed to the following distribution methods. 1) Instructor mailboxes. 2) KVCC web site (link to document). 3) College wide notification (full and part-time faculty). 4) Union newsletter (distributed by S. Ott).
 - 5.1.2 Moodle: S. Cook distributed for review and discussion the “*Accessibility Guidelines for Microsoft Word/PDF Files*” stating the revised document provides universal guidelines to the end user. Cheat sheets and PowerPoint accessibility documents are in progress and will be brought to and presented at Seminar Days.
 - 5.2 Scope of Work
 - 5.2.1 Priorities and Progress to Date
 - 5.2.1.1 Access to Course Materials¹ (2014-2015 Academic Year)
 - In progress
 - 5.2.1.2 Alternate Text²
 - A suggestion was brought forward to add a session highlighting ALT/TXT to the fall Seminar Days presentation.

- 5.2.1.3 Captioning³
 - Investigate before proceeding. L. Baldwin and S. Cook will take the lead. B. Graening will research Panopto options.
- 5.2.1.4 Software/VPAT⁴
 - B. Graening reported a VPAT (Voluntary Product Accessibility Template) will be sent to all vendors beginning July 1, 2014. A VPAT was sent to and completed by AutoDesk.
- 5.2.1.5 Bookstore/Textbooks⁵
 - D. Bertch will invite Gena Mead to attend future meetings.
- 5.2.1.6 Webpage⁶
 - Placement of information was briefly discussed. The Faculty Resources page was recommended. Further discussion regarding information placement will take place at future meetings.
- 5.2.1.7 Non-Print Media⁷
 - In progress
- 5.2.2 Communications Plan (Fall 2014 Seminar Days)
 - D. Bertch reported that two one-hour sessions planned for Seminar Days will include the FAQ document, Accessibility Guidelines and examples of ADA compliant courses. M.K. Pobocik was asked to be available during the session.
- 6. Other
 - 6.1 Supports
 - 6.1.1 B. Graening recommended scheduling a mandatory Universal Design session during winter Seminar Days.
 - 6.2 Ohio State Conference: L. Baldwin reported attending a conference entitled Multiple Perspectives on Access, Inclusion, and Disability at Ohio State University. An overview of the conference was provided. Takeaways from the conference follow: 1) Request VPAT s 2) Create and distribute a "Dear Publisher" letter. 3) Create an accessibility template and approval form.
 - 6.3 L. Hoehle reported approximately 5 faculty members have agreed to participate in a summer pilot working to get courses accessible. J. Stasiuk will work with M. Hightree and L. Hoehle on a summer math pilot using Jing.
 - 6.4 L. Baldwin will look at transcription options and the possibility of using work study services.
- 7. Next Step: The summer meeting scheduled was discussed. A decision was made to meet again in late August prior to Seminar Days.
- 8. Future Agenda Items
 - 8.1 Accessibility Policy
 - 8.2 Correspondence (Publisher Letters)
- 9. Next Meeting: Friday, May 16, 2014 at 8:00 a.m.; Room 4380
- 10. Adjourn: The meeting was adjourned at 11:32 a.m.