

**Universal Design Committee**  
**Meeting Minutes**  
**August 13, 2014**

Present: L. Baldwin, D. Bertch, G. Fredericks, B. Graening, L. Hoehle, M. Hightree, G. Mead, B. Olson, M.K. Pobocik, B. Reynolds, J. Stasiuk

Absent: S. Cook, S. Ott

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 April 25, 2014: The meeting minutes of April 25, 2014 were approved as presented.
3. Review/Revise/Approve Agenda: The meeting agenda was approved as presented. D. Bertch noted the primary focus of the meeting is the Seminar Days presentation.
4. Updates/Announcements: Two Universal Design presentations will take place during Seminar Days on Wednesday, August 27, 2014 at 10:00 and repeated at 11:00 a.m. in room 1320.
5. Business
  - 5.1 Assessment of Needs
    - 5.1.1 FAQ Document: D. Bertch provided a brief overview regarding the recent distribution of the FAQ document to faculty and asked the committee if faculty had responded with feedback. All committee members present noted no feedback had been received. D. Bertch noted the FAQ document will be redistributed to all full and part-time faculty via email and hard copy.
    - 5.1.2 Communication Plan: The group briefly discussed where Universal Design documents should be housed for general reference purposes and determined the Job Aids>Faculty Resources area to be the best starting point. B. Graening agreed to take the lead setting this up.
  - 5.2 Fall Seminar Days Concurrent Sessions: The group discussed the order in which sessions will be presented and determined who will lead the sessions as noted below:
    - 5.2.1 Update on Universal Design/ FAQ document (L. Baldwin)
    - 5.2.2 Access to Course Materials, Priorities, and 2014/2015 Expectations (D. Bertch)
    - 5.2.3 ALT/TXT and Accessibility Guidelines (M. Hightree)
    - 5.2.4 Examples of ADA Compliant Courses (L. Hoehle)
  - 5.3 Captioning: Nothing new to report. Note: A suggestion was made to include T. Hutchins. D. Bertch will follow up.
  - 5.4 Software/VPAT: B. Graening provided a brief update stating the process of asking for and receiving VPAT's continues stating work to establish a VPAT documentation folder has begun. Updates will be provided as they become available.
  - 5.5 Bookstore/Textbooks: G. Mead reported the textbook industry still thinks eBooks fulfill accessibility requirements and agreed to work with publishers to raise awareness.
  - 5.6 Webpage: Nothing new to report.

- 5.7 Non-Print Media: The group briefly discussed the use of graphics and the challenges they present.
6. Other
  - 6.1 B. Graening made a suggestion to create a forum or trouble log for faculty to submit issues as they arise.
7. Next Steps: Continue to work on documents and priorities and report back at the next meeting.
8. Future Agenda Items
  - 8.1 Accessibility Policy
  - 8.2 Correspondence (Publisher Letter)
  - 8.3 Trouble Log or forum within Moodle for faculty to report challenges with Universal Design.
9. Next Meeting: TBD
10. Adjourn: The meeting was adjourned at 11:08 a.m.