

UNIVERSAL DESIGN COMMITTEE

Meeting Minutes

November 21, 2014

PRESENT: L. Baldwin, S. Cook, B. Graening, G. Fredericks, L. Hoehle, M. Hightree, Kelly O'Leary, M. K. Pobocik, J. Stasiuk

Absent: D. Bertch, C. Gibson, S. Ott, B. Reynolds

1. Call to Order – The meeting was called to order by L. Baldwin at 1:00 p.m.
2. Review and Approve Meeting Minutes of October 31, 2014: The meeting minutes of October 31, 2014 were approved.
3. Review/Revise/Approve Agenda – The agenda was approved as distributed.
4. Updates/Announcement
 - 4.1 There will be a Universal Design Open Lab during winter 2015 Seminar Days on Jan. 8 from 3:30-5:00. Anyone on the committee is welcome to help. Lois will write the description.
 - 4.2 Mary Kay pointed out that the majority of electronic documents will need to be modified in order to be considered accessible. We need to hold more workshops and open labs during the regular semester, not just during seminar days. This may eventually lead to a need for more staff. Will need to document our needs.
5. Business
 - 5.1 Assessment of Needs – nothing to report
 - 5.2 Fall Seminar Days – nothing else to report (see announcements)
 - 5.3 Captioning – We need to review vendors. The list of potential vendors listed in the MOOC Accessibility course was mentioned as a possible starting point. Also having the GRCC person walk us through the product they use would be helpful. Gail will send the Youtube video on captioning (from the Accessibility MOOC) to the group. In addition, we should explore the new version of Camtasia to see how well it transcribes video. Currently, many instructors use Jing which is not accessible – need to find a replacement. Gail will purchase several copies – may be an update available for the version we already have.
 - 5.4 Software/VPAT – nothing to report
 - 5.5 Bookstore/Textbooks – nothing to report
 - 5.6 Webpage – Steve walked the group through the GOAL assessment
 - 5.7 Non-Print Media – nothing to report
6. Other: Need to budget for software needs – such as Camtasia, captioning software, etc.
7. Next Steps: nothing to report
8. Future Agenda Items – Have Marylan discuss Accessibility MOOC and resources.
9. Next Meeting: TBD
10. Adjourn – The meeting was adjourned at 2:30.