

**Universal Design Committee  
Meeting Minutes  
January 30, 2015**

Present: L. Baldwin, D. Bertch, S. Cook, G. Fredericks, C. Gibson, L. Hoehle, M. Hightree, M. Marks, K. O'leary, B. Olson, M.K. Pobocik, B. Purdy, J. Stasiuk  
Absent: B. Graening, G. Mead, B. Reynolds

1. Call to Order: The meeting was called to order by D. Bertch at 9:00 a.m.
2. Review and Approve Meeting Minutes of November 21, 2014: The meeting minutes of November 21, 2014 were approved as presented.
3. Review/Revise/Approve Agenda: The meeting agenda was approved as presented.
4. Updates/Announcements: None presented.
5. Business
  - 5.1 Winter Seminar Days Feedback: Members reported zero attendance at the Universal Design hands-on working lab for faculty. D. Bertch brought forward a recommendation to consider a mandatory session for fall 2015. The group briefly discussed topics to be included in the session.
  - 5.2 Accessibility Policy Update: Nothing new to report.
  - 5.3 ALT/TXT and Non-Print Media Update: Nothing new to report.  
  
Note: To help facilitate a decision regarding ALT/TXT and Non-Print Media, M. Hightree will bring recommendations to the March 27, 2015 meeting.
  - 5.4 Captioning Update: The group briefly discussed staffing options, outsourcing, captioning vendors, and budgetary needs. M. Hightree brought forward a recommendation to create a local repository to house all documents and volunteered to begin work on the project. All agreed to the recommendation.
  - 5.5 Software/VPAT Update: L. Baldwin reported on a Cengage software demonstration she attended recommending more people attend these events. The group briefly discussed software approval processes and policies in consideration of implementation.
  - 5.6 Bookstore/Textbooks Update: Postponed.
  - 5.7 Webpage Update: S. Cook provided the group with a brief update regarding the accessibility status of the college's web site also noting the college received licensing to run MOODLE courses through Siteimprove.

- 5.8 Meeting Frequency: The group briefly discussed and agreed to a bimonthly meeting schedule. Upcoming meetings are scheduled for March 27, and May 1, 2015.
- 5.9 Faculty Communication: The group briefly discussed communication options which included holding mandatory meetings for faculty and utilizing office support services.
6. Other
  - 6.1 G. Fredericks provided the group with a brief update on the latest MOODLE upgrade noting this upgrade provides more template options.
  - 6.2 KVCC's Universal Design Initiative, distributed to the group by L. Baldwin, will be included in the News and Views publication available to faculty.
7. Next Steps: As stated.
8. Future Agenda Items
9. Next Meeting: March 27, 2015 at 8:30 a.m. in room 7334.
10. Adjourn: The meeting was adjourned at 9:40 a.m.

DRAFT