

UNIVERSAL DESIGN COMMITTEE
Meeting Minutes
June 18, 2015

Present: S. Cook, M. Hightree, G. Fredericks, L. Hoehle, J. Stasiuk, P. Eagan, B. Reynolds, M.K. Pobocik, S. Reidenbach, D. Bertch

Absent: L. Baldwin, C. Gibson, B. Graening, M. Marks, K. O'Leary, B. Olson, G. Mead, B. Purdy

1. Call to Order – The meeting was called to order by D. Bertch at 9 a.m.
2. Review and Approve Minutes of March 27, 2015 – The meeting minutes of March 27, 2015 were approved as distributed.
3. Review/Revise/Approve Agenda – The agenda was approved as distributed.
4. Updates/Announcements
 - 4.1 M. Hightree reported that the Web Accessibility MOOC for Online Educators sponsored by Portland Community College will be repeated in October. If interested contact M. Hightree.
5. Business
 - 5.1 Accessibility Draft Policy: D. Bertch and L. Baldwin met to discuss the development of an Accessibility Policy for KVCC. Since meeting L. Baldwin attended an ETOM Conference which focused on accessibility. As she was unable to attend today's meeting she provided D. Bertch with her recommendations in an email as follows:
 - “Provide web accessibility guidelines with tutorials and resources that are easily found on the intranet and then follow through on the promotion and support for those guidelines to be implemented and then enforced over time.”
 - “We haven't established a structure of support for policies to be founded on at this point in time, such as funding and responsibilities.”
 - “Most policies have a compliance date indicating when an institution will meet some kind of federal standard ratings.”
 - “A person is identified that would take responsibility for monitoring all web accessibility throughout the college and someone who will enforce compliance.”After discussion the group agreed to focus on Web Accessibility compliance before developing a policy statement.
 - 5.2 Seminar Days Plan – A preliminary plan for seminar days has been developed which will focus on dispelling myths and eliminating faculty fears related to accessibility. L. Baldwin will take the lead and work with members of the committee
 - 5.3 Procedures for Faculty – L. Hoehle and M. Hightree will be working with L. Baldwin and integrate this into the seminar days event.
 - 5.4 Captioning³ Update – M.K. Pobocik has agreed to work on captioning with Camtasia for an incoming student taking fall classes. This will provide the college with some feedback regarding how we might need to move forward. Some institutions outsource their transcription services. Costs may be dependent on turnaround time and the services requested.
 - 5.5 Software/VPAT⁴ Rubric – L. Baldwin, no report.
 - 5.6 Bookstore/Textbooks⁵ Update – G. Mead, no report.

- 5.7 Webpage⁶ Update – S. Cook shared that he has had an intern working with him this summer to add alt text and attributes to the webpage to enhance accessibility and search engine optimization. He reported progress is being made and he could provide an update during seminar days if requested.
- 5.8 Universal Design/Accessibility in the News – L. Baldwin, no report.
6. Other – None.
7. Next Steps – As stated.
8. Agenda Items – Many of the above agenda items will be carried over to the next meeting.
9. Next Meeting: The group agreed to meet in early August, 2015. D. Bertch agreed to schedule the next meeting.
10. Adjourn – The meeting was adjourned at 9:50 a.m.

Future Agenda Items

Correspondence (Publisher Letter)

Trouble Log/Forum within Moodle

Accessibility MOOC and Resources – M. Hightree