

**Universal Design Committee
Meeting Minutes
January 15, 2016**

Present: D. Bertch, S. Cook, C. Gibson, B. Graening, M. Hightree, L. Hoehle, M. Marks, N. Newman,
M.K. Pobocik, S. Reidenbach, B. Reynolds, J. Stasiuk

Absent: L. Baldwin, P. Eagan, G. Fredericks, G. Mead, K. O'leary, B. Olson, B. Purdy

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 December 11, 2015: The meeting minutes of December 11, 2015 were approved as amended.
3. Review/Revise/Approve Agenda: The meeting agenda was approved as presented.
4. Updates/Announcements: None presented.
5. Business
 - 5.1 Guidelines for Faculty: D. Bertch distributed for review and discussion the *Software Accessibility Guidelines*. B. Graening provided a brief overview of the guidelines outlining how the guidelines are used in his area. The group briefly discussed how and when to communicate this information to faculty determining the following:
 - The Software Accessibility Guidelines will be republished and distributed to faculty when book orders are placed.
 - A subcommittee (M. Hightree, L. Baldwin, G. Mead, and B. Graening) will be convened to develop the Publisher Letter. M. Hightree will chair the committee. A draft of the Publisher Letter will be shared electronically with this group for review and input prior to the February 5, 2016 ALC meeting.
 - B. Graening will present the Software Accessibility Guidelines and Publisher Letter to the Academic Leadership Council on Friday, February 5, 2016.
 - 5.2 Resource Bank of Accessibility Ideas: Per D. Bertch... Lois will check with others at the next MI AHEAD meeting to see if any other college/university is doing something similar and report back. Lois also recommended considering an OSA link on the faculty page or something through the Faculty Success Center and the Universal Design web page.

M. Hightree brought forward a recommendation to create a BLOG to store ideas from faculty. S. Cook agreed to begin working to create a WordPress page.
 - 5.3 Captioning Costs – Jing vs. Camstasia: B. Graening reported working on educational pricing for licensed software.

L. Hoehle brought forward a recommendation to look at more accessible software options.

The group briefly discussed closed captioning issues with the *Shooter on Campus Video* posted on our web page. D. Bertch reported L. Baldwin has reviewed the video and will address the issues.

M.K. Pobocik brought forward a recommendation to determine our minimum level of accessibility. S. Cook agreed to provide the group with a general overview of the standards at the next meeting.

- 5.4 Repository for Captioned Videos: The group briefly discussed a repository for captioned videos and who will be responsible for storing and maintaining the repository. M. Marks will check on library resources and report back.

L. Hoehle reported on the need for a dedicated video streaming server for the repository. B. Graening shared his concern regarding security issues with viewing videos stored on the server from home.

The group also discussed having one person dedicated to captioning. M. Hightree will investigate options and report back.

- 5.5 Software/VPAT Rubric: B. Graening provided a brief overview of VPATs in place and next steps.

- 5.6 Bookstore/Textbooks Update: Nothing new to report. (D. Bertch)

- 5.7 Webpage Update: Nothing new to report. L. Hoehle reported the SpeakOut software recently launched is completely accessible noting our added video is not accessible. L. Hoehle will discuss with Coty Dunten.

- 5.8 Moodle Accessibility: M. Hightree provided a brief update on Moodle 2.7, the version we are currently using, noting Moodle does follow guidelines for accessibility as posted on Moodle.org.

- 5.9 Universal Design/Accessibility in the News: D. Bertch distributed for review information forwarded by the Great Lakes ADA Center...*Senators Urge Obama Administration to Release Proposed Rules for Internet Access Under the Americans with Disabilities Act.*

6. Other:

- 6.1 B. Graening brought forward a recommendation to hire students with disabilities to review instructional software to advise and provide us with feedback. B. Graening will follow-up and report back. N. Newman noted a former student of hers may be interested.

- 6.2 B. Graening reported on software solutions for handicapped students.

- 6.3 N. Newman brought forward a recommendation to address accessibility for staff. D. Bertch will reach out to Student Services to see about representation from their area.

7. Next Steps/Agenda Items: As stated.

8. Next Meeting: TBD (after spring break)

9. Adjourn: The meeting was adjourned at 11:23 a.m.