

Universal Design Committee
Meeting Minutes
April 14, 2017

Present: L. Baldwin, D. Bertch, G. Fredericks, B. Graening, M. Hightree, L. Hoehle, M. Marks, N. Newman, B. Olson, M.K. Pobocik, B. Reynolds, , J. Stasiuk, M. Thompson
Absent: P. Eagan, S. Reidenbach

1. Call to Order: The meeting was called to order by D. Bertch at 10:30 a.m.
2. Review and Approve Minutes of October 7, 2016: The meeting minutes from October 7, 2016 were approved as corrected.
3. Review/Revise/Approve Agenda: The agenda for this meeting was approved as distributed.
4. Updates/Announcements: L. Hoehle reported on an upcoming faculty and staff development workshop *Create Engaging Instructional Videos with Camtasia* to be offered Friday, April 21, 2017. L. Hoehle will gauge interest and report back.

L. Baldwin brought forward a recommendation to document captioning workshops offered to faculty.

5. Business

- 5.1 Software Accessibility Guidelines & Publisher Letter: D. Bertch reported the Software accessibility Guidelines & Publisher Letter were finalized and sent out to the different groups. D. Bertch requested and received approval from the committee to remove this item from the agenda.
- 5.2 Resource Bank of Accessibility Ideas: L. Baldwin reported a Resource Bank of Accessibility Ideas does not exist because there have been no requests.
- 5.3 Captioning: D. Bertch provided a brief update reporting money has been requested for the 17/18 budget for captioning using contracted services. The group briefly discussed transcription services and next steps to include a communication to faculty regarding the captioning process if the budget is approved.
- 5.4 Bookstore/Textbooks Update: No update per D. Bertch.
- 5.5 Webpage Update: D. Bertch provided a brief update reporting a vendor for phase one of the web page redesign has been chosen. Updates will be provided as they become available.
- 5.6 Read Speak/Read Write: G. Fredericks distributed for review information on Kurzweil 3000 for Windows a subscription based text-to-speech product used by Michigan State University. A brief overview of the product was provided. G. Fredericks will continue to monitor products and report back. D. Bertch brought forward a recommendation to look at what Portland Community College is using.

- 5.7 Universal Design/Accessibility in the News: L. Baldwin reported on recent court cases noting a list, when available, will be shared with the group.
6. Other:
 - 6.1 The following documents will be electronically distributed to the group and uploaded to the Universal Design folder on the G Drive.
 - *State of Michigan Look and Feel Standards for Web Applications and Sites*
 - *Higher Education Law Suits and Video Accessibility*
 - *2017 State and Federal Accessibility Guidelines Revised and Expanded Edition.*
 - 6.2 B. Graening reported on the Universal Design folder housed on the G Drive noting no activity since July 2016.
 - 6.3 L. Hoehle reported on a Seminar Days Open House to be held in the TTC Learning/Testing Center & Office for Student Access.
7. Next Steps/Agenda Items: As stated
8. Next Meeting: To be scheduled in early October 2017. The group agreed to meet once per fall and winter semester unless more meetings are necessary.
9. Adjourn: The meeting was adjourned at 10:54 a.m.