

UNIVERSAL DESIGN COMMITTEE
MEETING MINUTES
JANUARY 19, 2018

Present: D. Lindsley, T. Welsh, B. Olson, N. Newman, M. Thompson, M. Marks, A. Bowler, B. Graening, M.K. Pobocik, S. Reidenbach, J. Stasiuk, B. Reynolds, G. Fredericks, L. Hoehle, M. Pfaff, D. Bertch
Absent: L. Baldwin, C. Gibson

1. Call to Order – The meeting was called to order by D. Bertch at 11 AM.
2. Review and Approve Minutes of April 14, 2017 – The meeting minutes of April 14, 2017 were approved as distributed.
3. Review/Revise/Approve Agenda – The agenda was approved as distributed. The order of business will be adjusted to accommodate discussion regarding the OCR Complaint.
4. Updates/Announcements
 - 4.1 Create Engaging Instructional Videos with Camtasia – L. Hoehle reported on a productive workshop held in 2017 using Camtasia, however an alternative software tool has been explored and will be purchased if approved for the 2018/2019 academic year (Relay). Relay has the ability to auto-caption, is user friendly, and provides “off-site” storage at no additional cost.
5. Business
 - 5.1 OCR Complaint – T. Welsh reviewed and discussed an Office of Civil Rights complaint received by the College on December 18, 2017 “alleging the College discriminates on the basis of disability.” More specifically, “the Complainant alleges that the College’s website has substantive accessibility issues.” The complaint continues by identifying specific pages. As a result, KVCC has agreed to enter into a Voluntary Resolution Agreement. This agreement, in part, will require KVCC establish and adopt a Web Accessibility Policy to be submitted to the OCR by February 28, 2018. The group reviewed the DRAFT policy and provided input. The policy will include the establishment of a Web Accessibility Coordinator and a Web Accessibility Team. The policy will also need to be adopted by the Cabinet as a Cabinet Member Operating Policy (CMOP). The group discussed how KVCC might move forward with communication, education, and compliance requirements beyond the forward facing webpages. This includes our content management system. It was suggested we focus on current students that require accessibility to make sure we are meeting their needs versus all of the courses. This could be informed by the Office of Student Access (L. Baldwin). Michigan Colleges Online (MCO) has convened a working group that is focusing on accessibility challenges. The group recommended information sessions be held regarding the OCR Complaint and our plans and that this be share at the Academic Leadership Council meeting in early February.
 - 5.2 Captioning³ – D. Bertch – This item was covered in 4.1.
 - 5.3 Bookstore/Textbooks⁵ Update – G. Mead – Postponed.
 - 5.4 Webpage⁶/WCAG 2.0 Update – T. Welsh/M. Thompson – This was included in the discussion under 5.1.
 - 5.5 Read Speak/Read Write – G. Fredericks shared that she had sought out feedback from two (2) community colleges (Northwestern and Lansing) regarding their experiences with this software. Cost for the system is based on student FYE. We can purchase the software and receive the MCO negotiated price.
6. Other
 - B. Graening recommended we move to closed captioning on all of our TVs on campus (Commons Lounge and the Wellness Center). B. Graening will follow-up.
 - MK Pobocik shared that users of social media are pushing for greater accessibility from celebrities.
 - N. Newman noted a couple of bathrooms at the BHLC are not accessible.
7. Next Steps/Agenda Items
8. Next Meetings:
 - April 6, 2018 at 9 AM, Room 5740.
9. Adjourn – The meeting was adjourned at 11:55 AM.