DACC Meeting Notes

Date: December 5, 2008
Time: 10:15 AM to 11:45 AM, Location: Admin. Bldg. (01), Room 409
Cal Poly Accessibility Web Site: http://accessibility.calpoly.edu/

Present: Sally Anderson, Joan Beightler, Cindy Campbell, Martha Cody, Dustin DeBrum, Trey Duffy, John Harris, Greg Melnyk, Mary Shaffer, Mikie Stock, (NOTETAKER: Andrea Perry)

Absent: Jean DeCosta, Mark Hunter, Lorin Torbitt

Guests: Cheryl Ney, Academic Programs

Next Meeting: Winter Quarter: February 27, 2009, 10:00-11:30AM, 01-409

Executive Summary

Decisions

Agenda Item 1 – Introductions and Farewells
- This is Mikie Stock’s last meeting due to her retirement
- Martha Cody is new Employment Equity representative, replacing Will Bailey
- Sally Anderson is new Staff representative, replacing Kathy Kimball
- Joan Beightler is new HR representative, replacing Lisa Hensley

Meetings will be held on a quarterly basis rather than monthly or scheduled as needed to address specific issues.

Agenda Item 2 – Accommodation Review Board
- The “Student Policy and Procedures for Resolving University 504/ADA Accommodation Disputes” will be updated to incorporate revisions discussed at this meeting. Suggested changes are based on feedback from Cheryl Ney and DACC members who participated in a recent ARB action and hearing. Trey and Mary will bring a revised version to the next meeting for review.

Agenda Item 3 – ATI Update – Did not discuss

Agenda Item 4 – Physical Access Subcommittee Update
- See passed motion below

Agenda Item 5 – Committee Reports and ATI Developments and Updates [covered in agenda items]
  a. Physical Access (Mark)
  c. Policy – Covered above.
  d. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html
  e. Instructional Materials – http://accessibility.calpoly.edu/instmaterials/index.html

Agenda Item 6 – Review and update action items or discuss other items as needed – Did not discuss

Agenda Item 7 – Future Agenda Item – Demo new DRC portal channel for students to request services

Agenda Item 8 – Scheduled Activities, e.g., Physical Access Subcommittee Meetings
  - California Web Accessibility Conference (January 12-14, 2009) – register by 12/12

Motions

Passed Motion:
1) The Physical Access Subcommittee will have the responsibility to review new construction plans prior to the Director of DRC signing off.
(Motion by John Harris; Second by Mikie Stock)
**Time** | **Agenda Items:** | **Responsible Person**
---|---|---
1. 15 | Introductions and Farewells | Mary
2. 30 | Accommodation Review Board - Discussion of overall experience and recommended changes to existing policy and process based on ARB experience – Cheryl Ney and DACC members who participated (Mary, John, Mark, Mikie) | All
3. 15 | ATI Update – Updated on ATI related activities since last meeting | Mary, Trey, Greg
4. 15 | Physical Access Subcommittee Update | Mark
5. 0 | Committee Reports and ATI Developments and Updates [covered in agenda items]  
   f. Physical Access (Mark)  
   g. Procurement – [http://accessibility.calpoly.edu/purchase/index.html](http://accessibility.calpoly.edu/purchase/index.html)  
   h. Policy – Covered above.  
   i. IT Web Accessibility – [http://accessibility.calpoly.edu/web/plan.html](http://accessibility.calpoly.edu/web/plan.html)  
   j. Instructional Materials – [http://accessibility.calpoly.edu/instrmaterials/index.html](http://accessibility.calpoly.edu/instrmaterials/index.html) | All
6. 15 | Review and update action items or discuss other items as needed | Mary
7. 0 | Future Agenda Item – Demo new DRC portal channel for students to request services | Trey
8. 0 | Scheduled Activities, e.g., Physical Access Subcommittee Meetings  
   • California Web Accessibility Conference (January 12-14, 2009) – register by 12/12 |

**Pending Action Items:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Responsible Person</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Service Animal Policy: Draft proposed, reviewed and revised. Concerns about complaints filed at other universities plus other priorities deferred completion. Need to follow up to see what if any successful policies are in place elsewhere.</td>
<td>Trey</td>
<td>On hold – still monitoring</td>
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<td>2.</td>
<td>Policy academic department roles and responsibilities for responding to accommodation requests (when not barrier removal): Need to identify roles and responsibilities before determining the need to proceed</td>
<td>Trey</td>
<td>On hold – over time it will evolve</td>
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<td>3.</td>
<td>Risk Management’s information (web, other) should include information on addressing ADA-related issues. For example: Application for insurance should link to guest accommodation policies and procedures.</td>
<td>Mikie</td>
<td>On hold – site is being updated</td>
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<td>4.</td>
<td>Discuss assistance for staff with disabilities for getting around campus. What are the campus needs? Need to bring this topic to Policy or Physical Access Subcommittee for further discussion.</td>
<td>Mikie &amp; Martha</td>
<td>On hold – pending new EE director</td>
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<td>5.</td>
<td>Post roles and responsibilities of the Campus 504 Coordinator on the EE website; update list of contacts.</td>
<td>Martha</td>
<td>On hold – pending new EE director</td>
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<td>6.</td>
<td>Trey will use the annual spring quarter DRC student satisfaction survey and surveys to specific campus units to get input regarding potentially renaming the DRC to better reflect its dual roles and responsibilities of serving disabled students and performing outreach and consulting to the campus.</td>
<td>Trey</td>
<td>In progress</td>
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**Completed Action/Discussion Items:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Meeting Date</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify disabled parking spaces with single (instead of double) lines which have presented problems for disabled individuals.</td>
<td>6-13-08</td>
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<td>2.</td>
<td>Modify “Student Policy and Procedures for Resolving University 504/ADA Accommodation Disputes” to include faculty appointed by Academic Senate as members of the Accommodation Review Board.</td>
<td>6-13-08</td>
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<td>3.</td>
<td>Review current practice of using video supervision for accommodation testing. Schedule separate meeting with Policy Subcommittee.</td>
<td>6-13-08</td>
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<td>4.</td>
<td>Identify ad-Hoc working group to review and possibly update the strategies and priorities of the Transition Plan to review by the full committee.</td>
<td>6-13-08</td>
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<td>5.</td>
<td>Trey will contact Mike Suess about the DACC having an opportunity to interview the finalists for Will Bailey’s position as EE Director.</td>
<td>6-13-08</td>
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<td>6.</td>
<td>Mary will contact HR about nominating Sally Anderson to complete Kathy’s term as staff representative to DACC through 2009.</td>
<td>6-13-08</td>
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<td>7.</td>
<td>Draft annual report on behalf of DACC for submission to President’s Office. Send to members for review before finalizing. Send copy to Academic Senate in lieu of a separate report by Senate representative John Harris.</td>
<td>6-13-08</td>
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<td>8.</td>
<td>Revise purchasing procedures to accommodate review of all E&amp;IT purchases</td>
<td>12-3-08</td>
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<td>9.</td>
<td>Meet with each college (dean and department chairs) to introduce and discuss the ATI faculty awareness training program before it is rolled out to their faculty</td>
<td>12-3-08</td>
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