# DACC Meeting Agenda

**Date:** October 27, 2009  
**Time:** 1:30-3:00 PM  
**Location:** Admin. Bldg. (01), Room 409  
**Cal Poly Accessibility Web Site:** [http://accessibility.calpoly.edu/](http://accessibility.calpoly.edu/)

## Present:
Sally Anderson, Joan Beightler, Cindy Campbell, Martha Cody, Jean DeCosta, Dustin DeBrum, Trey Duffy, John Harris, Mark Hunter, Greg Melnyk, Mary Shaffer, Kevin Taylor (ARB), Lorin Torbitt, Andrea Perry (NOTETAKER)

## Absent:

## Guests:

## Next Meeting:
Winter Quarter and Spring Quarter Meetings - TBD

## Time  | Agenda Items:
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1. 5 | Approval of the Minutes (5/22/09 Meeting)  
   | Mary
2. 10 | Announcements  
   | - Captioning Media and Accessible Flash Events (10/29/09)  
   | Mary
3. 15 | Office of Civil Rights Investigation  
   | Trey
4. 15 | Accessibility Website Refresh  
   | - ENACT Faculty Learning Community and Universal Design Effort  
   | - Demo of current site  
   | - Proposed changes to overall site organization  
   | - Discussion/solicitation of ideas for organizing and improving the site  
   | Trey and Sally
5. 15 | Web Accessibility Update  
   | - Appointment of Web Accessibility Coordinators  
   | - Web Support Group Meetings  
   | - Website Inventory and Prioritization Effort  
   | Sally
6. 5 | Physical Access Subcommittee Report  
   | Mark and Trey
7. 15 | ATI Update – Update on ATI related activities as needed  
   | - Coded Memorandum Revision  
   | - Annual Progress Reports  
   | - Professional Development Website  
   | Mary
8. 10 | Review and update action items or discuss other items as needed
9. 0 | Committee Reports and ATI Developments and Updates [covered in agenda items]  
   | a. Physical Access – Mark Hunter  
   | c. Policy – Covered above.  
   | d. IT Web Accessibility – [http://accessibility.calpoly.edu/web/plan.html](http://accessibility.calpoly.edu/web/plan.html)  
   | e. Instructional Materials – [http://accessibility.calpoly.edu/instmaterials/index.html](http://accessibility.calpoly.edu/instmaterials/index.html)  
   | All
10. 0 | Future Agenda Item – Demo new DRC portal channel for students to request services  
   | Trey
11. 0 | Scheduled Activities, e.g., Physical Access Subcommittee Meetings  
   | • CHECK THIS

## Pending Action Items:

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<tr>
<th></th>
<th>Responsible Person</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Trey</td>
<td>Next meeting</td>
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**UPDATE:** Trey to bring recommendation back to DACC at the next meeting.

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<tr>
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<tr>
<td>2.</td>
<td>Trey</td>
<td>On hold – over time it will evolve</td>
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**Notes:**

- 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.

- 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.
3. 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.  
   
   Mikie  
   On hold – site is being updated

4. Commencement Transportation: Arrange meeting to discuss commencement transportation for individuals needing assistance (UPD, DRC, Student Life & Leadership, Facility Services, etc.).  
   
   Trey  
   Added 2-27-09

5. Portable Ramps: A permanent ADA ramp is being installed at back of Chumash. An ADA accessible consultant (Sally Swanson) will be hired to do a review of the PAC. They are also researching legal testimony regarding access up to a stage. There is no solution at this time for getting access onto risers. Mark will continue to update DACC as appropriate.  
   
   Mark  
   Added 2-27-09

6. DRC Transportation Service: Convene a meeting of affected parties (DRC, HR, EE, Facilities, ASI, etc) to discuss developing a plan/recommendation to take to executive staff regarding the transportation of disabled users.  
   NOTE: This incorporates the following action item: Discuss assistance for staff with disabilities for getting around campus. What are the campus needs? It may also address Pending Action Item 4 (Commencement Transportation).  
   
   Trey  
   Added 5-22-09

7. Accommodation Review Board: Revise the 504 Student Appeal/Complaint Policy and Procedures to reflect additional changes  
   
   Trey  
   Added 5-22-09

8. Event Planning: Raise the question of how to address ADA compliance in the event planning process with the affected campus departments, e.g., adding information to approval forms, defining roles and responsibilities, etc.  
   
   Greg  
   Added 5-22-09

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<tr>
<th>Completed Action/Discussion Items:</th>
<th>Meeting Date</th>
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<td>1. Posted roles and responsibilities of the Campus 504 Coordinator on the EE website and linked to it from the accessibility.calpoly.edu website; updated list of contacts</td>
<td>6-01-09</td>
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