DACC Meeting Notes - DRAFT

Date: May 20, 2010
Time: 1:30 - 3:00 PM, Location: Admin Bldg, Room 409
Cal Poly Accessibility Web Site: http://accessibility.calpoly.edu/

Present: Sally Anderson, Joan Beightler, Debbie Rice (replacing Joan Beightler), Martha Cody, Trey Duffy, John Harris, Mary Shaffer, Kevin Taylor (ARB), Jean DeCosta, Valery Rivera (for Tessa Betz - NOTETAKER)

Absent: Liz Cofer, Dustin DeBrum, Mark Hunter, Brittany Ianneo (ARB), Greg Melnyk, Lorin Torbitt

Guests: Rex Wolf, Facility Services

Next Meeting: October 2010

Decisions

<table>
<thead>
<tr>
<th>Agenda Items</th>
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<td>Agenda Item 1 – Approval of the Minutes</td>
<td>Minutes of the last meeting (3/1/10) were approved as written</td>
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<td>Motion to approve: Martha. Seconded by Joan.</td>
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<td>Agenda Item 2 – Announcements</td>
<td>None</td>
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<td>Agenda Item 3 – Americans with Disabilities Act</td>
<td>Trey recapped the Office of Civil Rights investigation findings (details in 3/1/10 meeting minutes). Many improvements have been made on campus, but there have been no major updates to the plan.</td>
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<td>Transition Plan Update</td>
<td>Rex Wolf distributed information on Cal Poly’s ADA Transition Plan Barrier Removal Database and Priorities.</td>
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<td>Rex covered the history (including definitions under Titles II &amp; III of the ADA for public facilities; the 1993 Transition Plan and the 1999 Cal Poly Transition Plan which listed completed projects), update schedule, and a tour of the online plan which is posted on the Facility Services website.</td>
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<td>John asked if there was a debate about rating the Barrier Removal Priorities; Rex clarified that the priorities show where money was spent</td>
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<td>Kevin asked about access to the Rec Center. Trey confirmed there is access but added that it is not clearly marked.</td>
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<td>Rex continued by sharing a PDF that showed campus accessibility paths, and questions about specific areas were addressed.</td>
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<td>Rex stated that while the transition plan addresses problems, there is no set timeline for completion. Projects are prioritized based on available funding, but changes according to need, i.e., need drives the list.</td>
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<td>Rex continued with what projects have been done and which remain to be done. Student housing was highlighted.</td>
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<td>Sally asked Rex about accessibility maps. Rex discussed developing an on-line map, but is concerned more about the database than maps.</td>
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<td>In closing, Rex asked the committee members for additional questions.</td>
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<td>Agenda Item 4 – ATI Update – Update on ATI related</td>
<td>Coded memorandum revision – Still awaiting an updated memo.</td>
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<td>activities as needed</td>
<td>Annual Progress Reports – Cal Poly completed the reports but did not submit them to the Chancellor’s Office as it was not required this year.</td>
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<td>CSU ATI Projects - Sally noted that CSU is evaluating software used to evaluate Web sites for compliance (e.g., High Software’s Compliance Sheriff), which will replace tools currently in use at Cal Poly.</td>
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<td>Site Licenses - Cal Poly is pursuing site licenses for LecShare Pro and Acrobat Pro 9 which are used to make PowerPoint and PDFs accessible.</td>
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<td>Website Inventory – Sally has collect an inventory of campus websites to track progress towards achieving full compliance.</td>
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<td>ENACT Faculty Learning Community - Mary and Trey discussed this grant-funded effort to work with a small group of faculty to learn about and develop online materials on universal design for other faculty to use.</td>
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- Campus Website Refresh – Sally is currently working with Mary and Trey to update and revise the accessibility.calpoly.edu website.
- Other Developments - Mary will send members the link to the CSU Accessible Technology Initiative Professional Development Website. Trey is currently recruiting an IT Consultant to serve the campus and students; he’s hoping the person selected can start this summer.

### Agenda Item 5 – Committee Reports and ATI Development and Updates (covered in agenda items)
- No committee reports

### Agenda Item 6 – Scheduled Activities, e.g., Physical Access Submitee meetings
- Next DACC meeting – October 2010

### Pending Action Items:

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<th>Action Item</th>
<th>Responsible Person</th>
<th>Due Date</th>
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<tr>
<td>1. 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. UPDATE: Trey to bring recommendation back to DACC at the next meeting.</td>
<td>Trey</td>
<td>Next meeting</td>
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<td>2. 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. 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>David Carroll</td>
<td>On hold – new staff</td>
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<td>4. 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. Develop a checklist for individuals putting on events to think about all aspects of accessibility for sharing with department chairs annually.</td>
<td>Greg</td>
<td>Added 5-22-09</td>
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<td>Greg w/ Trey/Mary</td>
<td>Added 10-27-09</td>
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<td>5. Accessibility Website Refresh: Discussion/solicitation of ideas for organizing and improving the site - Sally will email the outline of proposed site changes and ask committee members look at the current website and review the outline. Send any comments or suggestions.</td>
<td>Sally</td>
<td>Added 10-27-09</td>
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<td>6. Transportation Services – faculty/staff</td>
<td>Trey</td>
<td>Fall 2010</td>
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### Completed Action/Discussion Items:

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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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<td>2. Commencement Transportation: Ride On was contracted to provide accessible transportation for the summer 2009 commencement and provided transportation around campus and drop off after commencement ceremony.</td>
<td>10-27-09</td>
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<td>3. Portable Ramps: A permanent ADA ramp is being installed at back of Chumash. PAC will no longer use temporary stairs at the front of the stage. Mark will update DACC as appropriate.</td>
<td>10-27-09</td>
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<td>4. 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).</td>
<td>completed</td>
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<td>Accommodation Review Board: Revise the 504 Student Appeal/Complaint Policy and Procedures to reflect additional changes</td>
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<td>Zip Car Accessibility: Needs to be looked into further.</td>
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