DACC Meeting Notes

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/

Present: Sally Anderson, Joan Beightler, Martha Cody, Dustin DeBrum, Trey Duffy, John Harris, Mark Hunter, Greg Melnyk, Mary Shaffer, Lorin Torbitt, Andrea Perry (NOTETAKER)

Absent: Cindy Campbell, Jean DeCosta, Kevin Taylor (ARB)

Guests: Liz Cofer

Next Meeting: Winter Quarter and Spring Quarter Meetings - TBD

Executive Summary

Decisions

Agenda Item 1 – Approval of the Minutes
- Minutes of the last meeting (5/22/09) were approved as written.  
  Mary/Trey

Agenda Item 2 – Announcements
- There are three events this Thursday, 11/29/09:
  - 9–11 am, Bldg 70 Room 109, webinar about accessibility, mainly related to barrier removal.
  - 11–noon, Phillips Hall at PAC, Captioning Media
  - 1–2 pm, webinar about accessible flash (instructions and link were sent in an email from Mary)  
  All

Agenda Item 3 – Office of Civil Rights (OCR) Investigation
- Late last summer a complaint was filed with OCR related to housing, physical accessibility and an academic department.
- OCR came to visit the campus the end of September to investigate. The final report hasn’t been received, but will be shared with this committee.
- The housing complaint dealt with being too old to get campus housing, despite the fact this individual had not applied for housing.
- The academic department complaint related to using video for testing at the DRC.
- Some physical accessibility items reviewed were:
  - Kennedy Library: accessible restrooms (based on codes when building was built)
  - Ash tray blocking path of travel
  - Tactile warning installed
  - Crack in concrete repaired
  
  Trey

Agenda Item 4 – Accessibility Website Refresh
- Demo of current site (did not show demo)
- Proposed changes to overall site organization – modifying Cal Poly’s accessibility website to add more information (physical access, parking, etc).
- 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.
  
  Trey

Agenda Item 5 - Web Accessibility Update
- Most of the web accessibility coordinators have been identified.
- Web support group meetings are held the second Tuesday of each month.
- There are approximately 400 websites on the inventory list that will be prioritized with a plan to get them accessible.
  
  Mary

Agenda Item 6 – Physical Access Subcommittee Report
- Recent meetings have reviewed project drawings (UU, Rec Center, Simpson Materials Demonstration Lab)
  
  All
### Agenda Item 7 – ATI Update

- Coded memorandum was revised in September that changes some deadlines to June 2010. They are working on revising again and it is expected that the revised version will focus less on deadlines and more on progress.
- Annual progress reports are not required this year. The revised reports will be optional for campuses this year.
- ENACT Faculty Learning Community and Universal Design Effort – received a grant from ENACT. Working with Center for Teaching and Learning to educate a group of faculty members on universal design who in turn will help develop an online course that can be used to educate other faculty.

### Agenda Item 8 – Review and update action items or discuss other items as needed

- Previous Action Item #4 – See Completed Action/Discussion Item #2 below.
- Previous Action Item #5 – See Completed Action/Discussion Item #3 below.
- Other Item Discussed – Zip Car Accessibility. Does any party the University contracts with have to be accessible? Zip cars are not accessible - this will be looked into further.
- Events on Campus – Discussed developing a checklist for individuals putting on events to think about all aspects of accessibility. Checklist could be emailed to department chairs with yearly reminders. Mary, Trey and Greg with email each other checklist items.

### Motions

**Passed Motions:**

1) Approved the Spring Quarter (5/22/09) meeting notes.  
(Moved by John Harris. Seconded by Dustin Debrum and Mark Hunter)

### Time | Agenda Items:
---|---
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  
- 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  
- ENACT Faculty Learning Community and Universal Design Effort  
(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)  
(All)
### Pending Action Items:

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<td><strong>1.</strong> 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>Responsible Person: Trey</td>
<td>Due Date: Next meeting</td>
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<td><strong>UPDATE:</strong> Trey to bring recommendation back to DACC at the next meeting.</td>
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<td><strong>2.</strong> 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>Responsible Person: Trey</td>
<td>Due Date: On hold – over time it will evolve</td>
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<td><strong>3.</strong> 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>Responsible Person: Mikie</td>
<td>Due Date: On hold – site is being updated</td>
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<td><strong>4.</strong> 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.</td>
<td>Responsible Person: Trey</td>
<td>Due Date: Added 5-22-09</td>
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<td><strong>NOTE:</strong> 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>
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<td><strong>5.</strong> Accommodation Review Board: Revise the 504 Student Appeal/Complaint Policy and Procedures to reflect additional changes</td>
<td>Responsible Person: Trey</td>
<td>Due Date: Added 5-22-09</td>
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<td><strong>6.</strong> 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.</td>
<td>Responsible Person: Greg</td>
<td>Due Date: Added 5-22-09</td>
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### Completed Action/Discussion Items:

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<td><strong>1.</strong> 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>Meeting Date: 6-01-09</td>
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<td><strong>2.</strong> 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>Meeting Date: 10-27-09</td>
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<td><strong>3.</strong> 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.</td>
<td>Meeting Date: 10-27-09</td>
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