Disability Access and Inclusion Committee (DAIC)
Annual Report 2019-20

Membership and Functions
The mission of the committee is to discuss, monitor, and evaluate campus-specific issues relating to compliance with California State University Executive Order 11111 and to produce Americans with Disabilities Act (ADA) compliance-related reports to the Chancellor's Office as requested.

As needed, DAIC members serve on the Accommodation Review Board (ARB) to resolve accommodation disputes in accordance with the "Student Policy and Procedure for Resolving University 504/ADA Accommodation Disputes".

Committee Activities and Actions
In 2019-20, the DAIC continued to schedule meetings quarterly. Three meetings were successfully held during the academic year (10/7/19, 1/27/20, 4/20/20). The ADA Transition Plan workgroup met three times (2/17/20, 5/6/20, 6/1/20) and the Accessible Signage workgroup met once (3/2/20). Note: Meetings of the following workgroups will be scheduled throughout the summer to keep momentum going leading up to the new academic year: Accessible Faculty/Staff Transportation; Accessible Signage; ADA Transition Plan; and Inclusive Design Champions.

The following summarizes the committee’s goals, activities, and actions this year:

1. ADA Transition Plan
   - Per Executive Order 926, all CSU campuses are charged with regularly updating their ADA Transition Plans so that they reflect current status. This workgroup met three times during the year.
   - During fall quarter, DRC professional staff assisted Facilities by evaluating the accessibility of five restrooms in Building 5 listed as still in need of renovation on the ADA Transition Plan. Students from Professor Brian’s Self’s Rehabilitation Engineering class also assisted in this bathroom accessibility review by evaluating 12 restrooms in various buildings.
   - Juanita Holler, Director of Facilities, spearheaded efforts to identify and prioritize campus renovation projects to be completed with the $1.5 million fund from the Chancellor’s Office.
   - Per Juanita’s request, the DRC sent survey questions to DRC students with physical access needs and selected faculty/staff across campus to determine what accessibility improvements they deem most important.
   - Based on survey responses, the ADA Transition Plan team prioritized a list of projects in three main categories: 1) accessible restrooms; 2) accessible push-button door openers; and 3) accessible paths of travel.
   - Next step is to get bids from architectural firm on these projects and commence work during fall quarter.
2. Instructional Materials Accessibility -
   - ATI (Accessible Technology Initiative) Steering Committee was formed and began meeting during this academic year. The steering committee has six workgroups, including two that deal specifically with accessible instructional materials, a high priority for the CSU system and Cal Poly, in particular. Several members of the DAIC participated in these workgroups. The following activities supported the goals of the two workgroups that deal with instructional materials (Instructional Materials Accessibility Plan (IMAP) workgroup and Alternative Media, Captioning, Document Remediation workgroup (AMCDR)).

   - **Project COVIDEO (Captioning Online Video)** - This project was created and managed by the DRC staff who co-chair the DAIC in response to circumstances that arose from the COVID-19 pandemic. The idea was to pilot a student-based video captioning service for faculty and staff by employing DRC student staff who were unable to perform their usual work duties due to Cal Poly's shift to a virtual learning environment.
     - COVIDEO trained 20 DRC student staff to caption videos.
     - The student techs captioned 203 videos from 20 faculty and staff during spring quarter.
     - Videos ranged in length from 3 minutes to 1 hour.
     - Training in video captioning was offered to all campus partners. Training was provided to student staff of OCOB and CLA.

   - **Course materials adoption and Blackboard ALLY** – The IMAP (Instructional Materials Accessibility Plan) workgroup drafted a resolution on timely adoption of course materials and adoption for late-hire faculty and proposed it to the Academic Senate Executive Committee. Due to COVID-19, the timeline for Blackboard Ally’s implementation on campus has been pushed back. The plan is for Ally to be installed and operational during fall quarter, piloted during winter quarter 2021, and fully rolled out to campus during spring quarter 2021.

   - Global Accessibility Awareness Day (GAAD) 2020
     - Created a webpage on accessibility.calpoly.edu containing a list of activities campus members could do to recognize GAAD. Advertised
3. **Classroom Design Accessibility** – Maneesh Kumar of ITS gave DRC members of the DAIC a tour of the new instructor table design, the over the floor raceway ramp, and accessible touch panel that controls the AV system in 26-104. DRC staff shared feedback and suggestions with Maneesh on ways to further enhance the accessibility for both instructors and students in this classroom and other smart rooms like it on campus.

4. **Guest/Visitor/Employee Accommodations** – Minimal progress was made on this goal during this academic year. The DAIC committee will delve further into suggestions brought up by members (e.g., compile a list of campus vehicles that may be available for loan between departments).

5. **Motorized Scooter Loaner Program** – Program was launched during Fall quarter. Three scooters are available for checkout. Three students checked out the scooters during the year. Approval was received for facilities to assemble a shed and store the scooters in the C3 parking area (close to DRC and accessible parking for ease of check-out; allows access to electricity and will not take up any parking spaces).

### Continuing Issues and Action Items

1. **ADA Transition Plan**: Assist Facilities Dept in prioritizing renovations to be done using the $1.5 million Chancellor’s funds once estimates have been obtained for all proposed projects. Continue to check all incomplete access renovations in the Transition Plan and prioritize.

2. **Inclusive Design Champions** - Setup meetings with college deans to garner their support in emphasizing importance of accessible instructional materials and highlighting campus resources to assist faculty in transition to using Blackboard Ally during AY 2020-21. Promote “Excellence in Inclusive Design” award and encourage inclusive design practices across campus.

3. **ATI Steering Committee**: Support efforts of the ATI Steering Committee, particularly in the area of accessible instructional materials.

4. **Instructional Materials**: Discuss organizational (e.g., Digital Accessibility Office), programmatic (e.g., an in-house document accessibility remediation service like MIDAS (Making Instructional Documents Accessible to Students)), and funding (e.g.,
centralized) options for addressing digital accessibility campus-wide, particularly in the area of accessible instructional materials.

5. **Motorized scooter loaner program:** Facilities will complete assembly of a shed in the C3 parking area as a permanent storage area for the scooters on campus. Continue to promote mobility scooter loan program to students and the athletics department to ensure that those who could benefit are aware of its availability.

6. **Classroom Design Accessibility** - Continue working with Maneesh Kumar’s team on accessibility enhancements in classrooms (e.g., vertical sliding whiteboards, student seating, motorized adjustable instructor desks/tables, AV setup for virtual teaching in hybrid classes, etc.).

7. **Guest/Visitor/Employee Accommodations:** While Cal Poly’s practice has been that each department is responsible for responding to the needs of visitors/guests for their programs and activities, there is no university policy or protocol to confirm this duty. DAIC envisions the creation of a resource page at accessibility.calpoly.edu where campus members and guests can go to find information about disability-related accommodations.

8. **Accessible Faculty/Staff Transportation:** Continue to explore ways to leverage existing transportation resources to provide accessible paratransit for faculty and staff.