

DAIC Meeting Minutes

Date: February 1, 2019

Time: 10:00 – 11:00 AM

Location: 35-319B Large Conference Room

Cal Poly Accessibility website: <http://accessibility.calpoly.edu>

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| Present | John Lee (Co-Chair), Craig Schultz, Michele Winterfeldt, Brian Ayash, Maneesh Kumar Christy McNeil Chand, Eumi Sprague, |
| Absent | Brian Gndt, Amy Gode (Co-Chair), Michael Hogan, Shelly Giesmann, Marlene Cramer, Gladys Gregory, Gabi Trapani, Kathleen McMahon, Jake Javier |
| Guests | Cole Dorris (Student) |
| Next meeting | Spring Quarter 2019 – TBD |

| Agenda item # | Notes | Initiated by |
|----------------------|--|---------------------|
| 1 | <p>Update Cole Dorris (Student) on Role of this committee and workgroups within</p> <p>Charge of the Committee</p> <ul style="list-style-type: none">• Compliance with Order 1111 and the production of compliance reports to the Chancellor's office.• Name Change: Disability Access and Inclusion Committee• Student Representation on the Committee: Jake Javier• Website: New and more transparent. Annual reports and minutes made available <p>Working Groups</p> <ul style="list-style-type: none">• ADA Transition Plan/Physical Access<ul style="list-style-type: none">○ Last Updated in 2013. Updates required every 5 years○ ADA & Title 25 Checklist needs to be reconciled | Lee |

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| | <ul style="list-style-type: none"> ○ Need to visit bathrooms – not yet complete ○ List of work by college – this will help determine workflow ○ New Survey (last one was 1994) ○ Students are (we believe) available to assist ● Inclusive Design Champions <ul style="list-style-type: none"> ○ Discussion surrounding compliance and the new roll out of Blackboard Ally – which will provide feedback on the quality of the material uploaded to polylearn. ○ Meeting at OCOB with the Dean and Associate Dean for Academic Programs to discuss the importance of creating inclusive and accessible course materials. ○ Next step: Arrange a meeting with the Agriculture Business dean. ○ Pushing the Colleges to promote faculty into accessibility training offered by CTLT. | |
| 2 | <p>DAIC workgroups – overview & next steps</p> <ul style="list-style-type: none"> ● ADA Transition Plan/Physical Access <ul style="list-style-type: none"> ○ ADA & Title 25 Checklist needs to be reconciled ○ Need to visit bathrooms – not yet complete ○ List of work by college – this will help determine workflow ○ New Survey (last one was 1994) ○ With a project description we can potentially use students to assist with this. ● New classroom space <ul style="list-style-type: none"> ○ Maneesh will incorporate feedback into new classrooms. Model for smart rooms – current models are in Building 10. ○ Assisted listening devices changes – discussions on how it fits our model. ○ Captioning – Soon real time captioning with Microsoft 365 PowerPoint. ● Looking at touch points to incorporate accessibility. Onboarding materials for the different groups faculty / staff / | <p>Lee</p> <p>Lee / Ayash</p> <p>Maneesh</p> <p>Schultz</p> |

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| | <p>student employees in a consistent manner (websites / materials / etc.).</p> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> • John created shared OneDrive folders for each workgroup so members can easily share resources and ideas • Workgroups to continue to meet virtually (and/or in person) between now and the next DAIC meeting to plan and work on projects | |
| 3 | <p>Key upcoming events</p> <ul style="list-style-type: none"> • OPEN | Lee |
| 4 | <p>Other items</p> <ul style="list-style-type: none"> • None | |