

# DACC Agenda

**Date: April 11, 2008**

Time: 10:15 AM to 11:30 AM, Location: Admin. Bldg. (01), Room 409

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

<b>Present:</b>	Will Bailey, Ellen Calgano, Cindy Campbell, Jean DeCosta, Dustin DeBrum, Trey Duffy, John Harris, Lisa Hensley, Mark Hunter, Kathy Kimball, Greg Melnyk, Mary Shaffer, Mikie Stock, Lorin Torbitt (NOTETAKER: Andrea Perry)
<b>Absent:</b>	
<b>Guests:</b>	
<b>Next Meeting:</b>	Friday, April 11, 2008, 10:15 AM to 11:30 AM, Admin Bldg (01) Room 409

	Time	Agenda Items:	
1.	5	Review and Approve Minutes (3/10/08 Meeting)	Mary
2.	5	Accommodation Board Review meeting may be needed; awaiting formal complaint	Mary
3.	5	Status report on revision of CRC CAP section (Action Item #9)	Trey
4.	10	Review and approve draft letter to President Baker re: portable lifts (Action Item #10)	Trey
5.	15	Discuss potential renaming of Disability Resource Center to better reflect its roles and responsibilities, e.g., Access Resource Center	Trey
6.	15	Discuss impact of potential budget cuts on services provided by DRC	Trey
7.	10	Committee Reports and ATI Developments and Updates <ul style="list-style-type: none"> <li>a. Physical Access (Mark)</li> <li>b. Procurement – <a href="http://accessibility.calpoly.edu/purchase/index.html">http://accessibility.calpoly.edu/purchase/index.html</a></li> <li>c. Policy – Covered above.</li> <li>d. IT Web Accessibility – <a href="http://accessibility.calpoly.edu/web/plan.html">http://accessibility.calpoly.edu/web/plan.html</a></li> <li>e. Instructional Materials – <a href="http://accessibility.calpoly.edu/instmaterials/index.html">http://accessibility.calpoly.edu/instmaterials/index.html</a></li> </ul>	All
8.	10	Review and update action items or discuss other items as needed	Mary
9.	0	Future Agenda Item – Demo new DRC portal channel for students to request services	Trey
10.	0	Scheduled Activities (Physical Access Subcommittee)  Wednesday, May 7, 2008, 1:00 - 2:00, Bldg 70, Room 109 <ul style="list-style-type: none"> <li>- Brian French will present the initial design input for Mott Pool (1st half hour)</li> <li>- Barbara Queen will provide a tour to of the new Housing Administration Building (2nd half hour)</li> </ul> Friday, June 13, 2008, 1:30 - 4:00, Bldg 70, Room 109 <ul style="list-style-type: none"> <li>- Joel Neel will discuss and provide a tour of Poly Canyon Village</li> </ul>	Mark

Pending Action Items:		Responsible Person	Due Date
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.	Trey	
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	Trey	On hold
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	
4.	Review current practice of using video supervision for accommodation testing. Schedule separate meeting with Policy Subcommittee.	Trey	
5.	Discuss assistance for staff with disabilities for getting around campus. What are the campus needs? Need to bring this topic to Policy or Physical Access Subcommittee for further discussion.	Mikie & Will	

6.	Post roles and responsibilities of the Campus 504 Coordinator on the EE website; update list of contacts.	Will	
7.	Identify disabled parking spaces with single (instead of double) lines which have presented problems for disabled individuals.	John will email Cindy	
8.	Identify ad-Hoc working group to review and possibly update the strategies and priorities of the Transition Plan to review by the full committee.	Mark	
9.	Revise DRC policy section in the Campus Administrative Policy (CAP)	Trey	
10.	Meet with Dan Howard-Greene to discuss level of detail for sending a memo to President Baker about the need for temporary or permanent electronic lifts for use with campus stages, e.g., Chumash, Spanos, PAC, and then draft memo to President Baker for DACC review and approval	Trey, Will, Mary	
11.	Meet with each college (dean and department chairs) to introduce and discuss the ATI faculty awareness training program before it is rolled out to their faculty	Trey, Mary	
12.	Revise purchasing procedures to accommodate review of all E&IT purchases	Grey, Mary	

<b>Completed Action/Discussion Items:</b>			<b>Meeting Date</b>
1.	DRC Eligibility – <a href="http://drc.calpoly.edu/prospective/disability.htm">http://drc.calpoly.edu/prospective/disability.htm</a> – Trey to act on advice provided <ul style="list-style-type: none"> <li>• Don't open the gates / just walking through the door doesn't qualify / guarantee a student will get every accommodation they want</li> <li>• Have reasonable standards and criteria</li> <li>• Stick to the standards and criteria</li> <li>• Provide provisional services while requesting more documentation when necessary</li> <li>• Refer as appropriate to campus / non campus resources</li> </ul>		8-17-07
2.	Post revised "Policy and Procedures for Resolving University 504/ADA Student Accommodation Disputes" on the Disability Resource Center website with links from Accessibility website.		9-21-07
3.	Review of Executive Order 926 to set Goals for 2007-08		9-21-07
4.	Review and make recommendation to the Provost regarding the roles and responsibilities of the Campus 504 Coordinator. Transmit revised language to the Provost for review and approval and then modify list of contacts for referrals.		11-9-07
5.	Proposal for DACC Chair or designee to be a member of Campus Planning Committee submitted to President. Meet with Bob Kitamura to discuss appropriate steps in the facilities planning process for DACC to have review and input.		12-7-07
6.	Seek clarification from Budget and Analytical Services regarding the submission of the disabled parking audit specified in Executive Order 926. UPD submits an annual report on		12-7-07
7.	The Policy subcommittee will review the question of "What is the process for guests/visitors wanting to file an ADA appeal or complaint?" and bring back a recommendation to the full committee for review and approval (from 8/06)		12-7-07
8.	Faculty Awareness Training Video Presentation was previewed and plans for implementation were discussed.		1-11-08
9.	Rex Wolf updated the committee on the history and status of the campus transition plan which addresses removal of physical barriers.		1-11-08
10.	Forward guest accommodation policy to President Baker for review and approval, and determine next steps, e.g., who owns this? Subsection for accessibility/disability policies will be created in campuswide policy section of CAP. VP Morton will bring guest/visitor policy to CAP committee.		3-10-08

11.	16 staff from six colleges and other units attended the California Web Accessibility Conference.	3-10-08
12.	Physical Access Subcommittee meetings will be added to DACC members' calendars	3-10-08