

DACC Agenda

Date: June 13, 2008

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

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

Present:	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)
Absent:	
Guests:	
Next Meeting:	Friday, May 9, 2008, 10:15 AM to 11:30 AM, Admin Bldg (01) Room 409

	Time	Agenda Items:	
1.	5	Review and Approve Minutes (4/11/08 Meeting)	Mary
2.	5	Introductions and Farewells	Mary
3.	5	Summer Meeting Schedule	Mary
4.	5	Appointment of Co-Chair for 2008-09 – Any volunteers or nominations?	Mary
5.	5	Annual Report to President's Office	Mary
6.	5	Final review of draft letter to President Baker re: portable lifts (Action Item #10)	Trey
7.	15	ATI Update – Meetings with colleges, CSU Training Task Force, Annual Report Deadlines, etc.	Mary and Trey
8.	15	Physical Access Subcommittee Update	Mark
9.	0	Committee Reports and ATI Developments and Updates [covered in agenda items] a. Physical Access (Mark) b. Procurement – http://accessibility.calpoly.edu/purchase/index.html c. Policy – Covered above. d. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html e. Instructional Materials – http://accessibility.calpoly.edu/instmaterials/index.html	All
10.	15	Review and update action items or discuss other items as needed	Mary
11.	0	Future Agenda Item – Demo new DRC portal channel for students to request services	Trey
12.	0	Scheduled Activities (Physical Access Subcommittee) Friday, June 13, 2008, 1:30 - 4:00, Bldg 70, Room 109 - Joel Neel will discuss and provide a tour of Poly Canyon Village Wednesday, July 30, 2008, 1:00 – 2:00 p.m., Bldg. 70, Room 109	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.	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	
10.	Revise purchasing procedures to accommodate review of all E&IT purchases	Grey, Mary	
11.	Modify "Student Policy and Procedures for Resolving University 504/ADA Accommodation Disputes" to include faculty appointed by Academic Senate as members of the Accommodation Review Board.	Trey	
12.	Trey will use the annual spring quarter DRC student satisfaction survey and surveys to specific campus units to get input regarding potentially renaming the DRC to better reflect its dual roles and responsibilities of serving disabled students and performing outreach and consulting to the campus.	Trey	

Completed Action/Discussion Items:		Meeting Date
1.	DRC Eligibility – http://drc.calpoly.edu/prospective/disability.htm – Trey to act on advice provided <ul style="list-style-type: none"> • Don't open the gates / just walking through the door doesn't qualify / guarantee a student will get every accommodation they want • Have reasonable standards and criteria • Stick to the standards and criteria • Provide provisional services while requesting more documentation when necessary • Refer as appropriate to campus / non campus resources 	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
13.	Will and Trey met with Dan Howard-Greene to discuss memo to President Baker about the need for temporary or permanent electronic lifts for use with campus stages, e.g., Chumash, Spanos, PAC, etc. Draft memo to President Baker was reviewed and approved by DACC.	4-11-08
14.	Revise DRC policy section in the Campus Administrative Policy (CAP). Trey and Mary to make changes and submit final draft to the CAP Committee.	4-11-08
15.	Discussed and provided advice to DRC on how to handle potential budget cuts in 2008-09	4-11-08
16.	Discussed and provided advice on possible renaming of DRC to reflect current services	4-11-08
17.	Endorsed proposed solution to address non-compliant electromagnetic chamber in CENG. Will Bailey to prepare response to be filed with the building permit, department, 504 coordinator, etc.	4-11-08