

DACC Meeting Notes

Date: January 11, 2008

Time: 10:15 AM to 11:30 AM, Location: Education Building 2, Room 24 (NOTE: CHANGE OF LOCATION)

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

Present:	Cindy Campbell, Trey Duffy, John Harris, Lisa Hensley, Mark Hunter, Kathy Kimball, Greg Melnyk, Mary Shaffer, Mikie Stock, Lorin Torbitt (NOTETAKER: Leslie Anne Howe)
Absent:	Will Bailey, Ellen Calgano, Jean DeCosta, Dustin DeBrum
Guests:	Rex Wolf
Next Meeting:	Monday, March 10, 2008, 12:45 PM to 2:00 PM, Admin Bldg (01) Room 409

Executive Summary		
Decisions	Agenda Item 1 – The 12/7/07 Meeting Notes were approved as written.	
	<p>Agenda Item 2 – The Campus Transition Plan was reviewed. The items discussed were the history, current status, and processes for updating the plan. The power point presentation can be viewed at: http://www.facilities.calpoly.edu/facilityaccess/access.htm</p> <p>Mark Hunter asked for volunteers for an Ad-Hoc working committee to review and possibly update the strategies and priorities of the Transition Plan. He expects it to take 2-3 working sessions. The draft update will be brought to the full committee for review. He asked for volunteers to email him.</p>	Rex Wolf & Mark
	Agenda Item 3 – The Faculty Awareness Training Video developed by ITS was shown to the committee and they were very pleased with the results. It will be accompanied by a checklist for faculty on the accessibility website. The campus administration is still discussing the best means to present it to the faculty, e.g., make it voluntary initially and then mandatory, using departmental meetings or BlackBoard, etc. The need for similar awareness training for staff was noted.	Mary & Kathy
	<p>Agenda Item 4 – Committee reports</p> <ul style="list-style-type: none"> a) Physical Access – The agenda will be sent to all DACC Members. b) Procurement – CSU will be hosting training sessions in February. c) Policy – No report. d) IT Web Accessibility – Cal Poly is sending 16 staff representing six colleges and other units to the California Web Accessibility Conference next week. e) Instructional Materials – Discussed above (Agenda Item #3). 	All
Motions	Passed Motions: None	

	Time	Agenda Items:	
1.	5	Review and Approve Minutes (12/07/07 Meeting)	Mary
2.	15	Campus Transition Plan – Presentation/discussion on the status of the campus transition plan as required by EO 926 (Action Item #7)	Mark & Rex Wolf
3.	30	Faculty Awareness Training Video Presentation – Review completed video and discuss plan for rolling out to campus (Ref. ATI Instructional Materials Plan)	Mary & Kathy
4.	15	<p>Committee Reports:</p> <ul style="list-style-type: none"> a. Physical Access – See agenda items below b. Procurement – http://accessibility.calpoly.edu/purchase/index.html c. Policy – See action items d. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html e. Instructional Materials – http://accessibility.calpoly.edu/instmaterials/index.html 	All
5.	10	Review and update action items or discuss other items as needed	Mary
6.	0	Future Agenda Item – Demo new DRC portal channel for students to request services	Trey

7.	0	<p>Scheduled Activities (Physical Access Subcommittee) All DACC members are welcome to attend – Please add to your calendar</p> <p>Wednesday, 1/9/08, 1:30-2:30 p.m., Bldg 70, Room 109 - Perry Judd will present floor plans for Construction Excellence Building - Mary-Alice Avila will present preliminary plans for the Library Learning Center expansion</p> <p>Thursday, 2/7/08, 1:30-2:30 p.m., Bldg 70, Room 109 - Barbara Queen will provide a tour of the new Housing Administration Building</p> <p>Thursday, 4/3/08, 1:30-2:30 p.m., Bldg 70, Room 109 - Joel Neel will present drawings and provide a tour (tentative) of Poly Canyon Village</p>	Mark
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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 on 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.	Forward guest accommodation policy to President Baker for review and approval, and determine next steps, e.g., who owns this?	Trey & Mary	
4.	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	
5.	Review current practice of using video supervision for accommodation testing. Schedule separate meeting with Policy Subcommittee.	Trey	
6.	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	
7.	Post roles and responsibilities of the Campus 504 Coordinator on the EE website; update list of contacts.	Will	
8.	Identify disabled parking spaces with single (instead of double) lines which have presented problems for disabled individuals.	John will email Cindy	
9.	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	

Completed Action/Discussion Items:		Meeting Date
1.	<p>DRC Eligibility – http://drc.calpoly.edu/prospective/disability.htm - Trey to act on advice provided</p> <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.	Campus Transition Plan – Invite Rex Wolf to attend a future DACC meeting to discuss the status of the campus transition plan.	1-11-08
9.	Review faculty awareness training video presentation and discuss next steps.	1-11-08