

DACC Meeting Notes

Date: March 10, 2008

Time: 12:45 PM to 2:00 PM, Location: Admin. Bldg. (01), Room 409

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

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

Executive Summary		
Decisions	Agenda Item 1 – The 1/11/08 Meeting Notes were approved as written.	Mary
	Agenda Item 2 – Introductions weren't needed.	Mary
	Agenda Item 3 – Trey and Will offered background information. Dan Howard-Greene proposed adding a subsection for accessibility/disability policies in the campuswide policy section of the Campus Administrative Policy (CAP), e.g., for the guest/visitor policy. The CAP section on DRC needs to be updated. The Policy Subcommittee will review the revised draft as distributed and provide feedback to Trey by April 4, 2008.	Trey and Mary
	Agenda Item 4 – Cal Poly sent 16 staff representing six colleges and other units to the California Web Accessibility Conference. It was a worthwhile conference. Attendees gained new understanding as to why accessibility is important. Kathy and Mary will discuss offering training sessions on creating accessible PDFs.	Kathy
	<p>Agenda Item 5 – Committee Reports and ATI Developments and Updates</p> <ul style="list-style-type: none"> a. Physical Access – <ul style="list-style-type: none"> i) Discussed the need for either portable or permanent electronic lifts for use with any stage on campus. This was in response to two recent events where a disabled person could not access a stage without assistance. DACC endorsed sending a memo to the President about this issue. Trey, Will and Mary will meet with Dan Howard-Greene for guidance on the level of detail needed. ii) Subcommittee meetings will be calendared and agenda emailed to DACC members. b. Procurement – http://accessibility.calpoly.edu/purchase/index.html - Mary, Greg and Brenda Tesch attended systemwide training in February that was very useful. Campus procedures are being refined to ensure that all E&IT purchases are reviewed. c. Policy – Covered above. d. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html - CSUN, the premiere conference on adaptive technologies, will be held next week. Trey and Sally Anderson will be attending. Cal Poly will be receiving ATI awards in two categories: Communication (for the Think B4U Buy, Teach, Design logo and poster campaign) and Web Accessibility (for the WARC and Compliance Process Guide developed by Kathy and Steve Rutland). e. Instructional Materials - http://accessibility.calpoly.edu/instmaterals/index.html - The Blackboard courses for the faculty awareness training are being finalized. This spring, Trey and Mary will meet with each college (dean/department chairs) to discuss the training. It will be optional this year and mandatory next year. 	All
Motions	Passed Motions: None	

	Time	Agenda Items:	
1.	5	Review and Approve Minutes (1/11/08 Meeting)	Mary
2.	5	Introductions (if needed)	Mary
3.	20	Campus Administrative Policy Section on Disabilities – DRC CAP Update. Report on discussion with Dan Howard-Greene about Guest/Visitor Policy. Review background, initiate discussion and propose next steps. <i>Attachment and links sent separately.</i>	Trey and Mary
4.	10	Report on CalWAC 2008 and follow-up meeting with Cal Poly participants	Kathy
5.	25	Committee Reports and ATI Developments and Updates <ul style="list-style-type: none"> f. Physical Access (Mark) g. Procurement – http://accessibility.calpoly.edu/purchase/index.html h. Policy – Covered above. i. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html j. Instructional Materials – http://accessibility.calpoly.edu/instmaterials/index.html 	All
6.	10	Review and update action items or discuss other items as needed	Mary
7.	0	Future Agenda Item – Demo new DRC portal channel for students to request services	Trey
8.	0	Future Agenda Item – Potential renaming of Disability Resource Center to better reflect its roles and responsibilities, e.g., Access Resource Center	
9.	0	Scheduled Activities (Physical Access Subcommittee) <p>All DACC members are welcome to attend – Please add to your calendar</p> <p>Tuesday, April 8, 1:00 – 2:00, Bldg. 70, Room 109 - TBD</p> <p>Wednesday, May 7, 2008, 1:00 - 2:00, Bldg 70, Room 109 - Brian French will present the initial design input for Mott Pool (1st half hour) - Barbara Queen will provide a tour to of the new Housing Administration Building (2nd half hour)</p> <p>Friday, June 13, 2008, 1:30 - 4:00, Bldg 70, Room 109 - Joel Neel will discuss and provide a tour of Poly Canyon Village</p>	

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	Trey, Will, Mary	

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?		3-10-08