

DACC Meeting Notes

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/>

Present:	Will Bailey, Jean DeCosta, Dustin DeBrum, Trey Duffy, John Harris, Mark Hunter, Mary Shaffer, Lorin Torbitt (NOTE TAKER: Andrea Perry)
Absent:	Cindy Campbell, Lisa Hensley, Kathy Kimball, Greg Melnyk, Mikie Stock
Guests:	
Next Meeting:	Friday, May 9, 2008, 10:15 AM to 11:30 AM, Admin Bldg (01) Room 409

Executive Summary		
Decisions	Agenda Item 1 – The 3/10/08 Meeting Notes were approved with the following modification: - Agenda Item 5, e: in last sentence change “optional” to “recommended”	Mary
	Agenda Item 2 – Modification will be made to Section IV. of the “Student Policy and Procedures for Resolving University 504/ADA Accommodation Disputes” to state the ARB will consist of DACC members AND two faculty appointments from the Academic Senate.	Mary
	Agenda Item 3 – Trey and Mary will take recommendations they received and revise the DRC CAP section.	Trey
	Agenda Item 4 – Trey and Mary will take recommendations they received and revise the draft letter to President Baker re: portable lifts.	Trey
	Agenda Item 5 – 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
	Agenda Item 6 – Potential budget cuts for DRC could possibly come from the following: - Eliminate paid note taking and make it a volunteer program. Could possibly give priority registration to the student note takers as an incentive instead of \$50/quarter stipend. (Trey estimates this would save \$30K/year.) - Eliminate transportation, a service DRC is not required to provide. (Trey estimates this would save \$40K/year and costs \$14/ride). Test pickup services may need to be retained at least until a new process is adopted. - Eliminate staff. This could put the campus at risk of falling out of compliance. - Mark asked if DRC can charge for any service they provide to offset cuts. - Will was generally concerned about legal liability and risk to the campus that might result from any cuts in service or staff.	Trey

	<p>Agenda Item 7 – Committee Reports and ATI Developments and Updates</p> <p>a. Physical Access –</p> <ul style="list-style-type: none"> - Discussed the device Engineering put in Building 4. It's a room within a room used to do electromagnetic experiments. The department submitted a building permit and was told that the room would have to be accessible. The department wrote back and asked for a waiver. Doug Overman, Trey Duffy, Will Bailey and Jennifer Allen-Barker met with Dean Arakaki to look at the chamber. - It's a testing device that is not accessible. It would be very difficult, if not impossible, to modify. - Proposed solution is to only allow instructors or trained staff into the chamber (no students). Dean Arakaki also offered to place signage stating "No Students Allowed Inside" - By consensus, DACC endorsed the proposed solution. <p>b. Procurement – http://accessibility.calpoly.edu/purchase/index.html (Did not discuss)</p> <p>c. Policy – Covered above.</p> <p>d. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html (Did not discuss)</p> <p>e. Instructional Materials – http://accessibility.calpoly.edu/instmaterals/index.html (Did not discuss)</p>	All
Motions	Passed Motions: None	

	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 DRC 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 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/instmaterals/index.html	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 - Brian French will present the initial design input for Mott Pool (1 st half hour) - Barbara Queen will provide a tour to of the new Housing Administration Building (2 nd half hour) Friday, June 13, 2008, 1:30 – 4:00, Bldg 70, Room 109 - Joel Neel will discuss and provide a tour of Poly Canyon Village	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	Spring Quarter
10.	Revise purchasing procedures to accommodate review of all E&IT purchases	Grey, Mary	
11.	Prepare response to Engineering regarding the electromagnetic chamber to be filed with the building permit, department, 504 coordinator, etc.	Will	
12.	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	

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 campus wide 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