

DACC Meeting Notes

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:	Cindy Campbell, Dustin DeBrum, Trey Duffy, Lisa Hensley, Mark Hunter, Kathy Kimball, Mary Shaffer (NOTE TAKER: Andrea Perry)
Absent:	Will Bailey, Jean DeCosta, John Harris, Greg Melnyk, Mikie Stock, Lorin Torbitt
Guests:	
Next Meeting:	TBD – Fall Quarter 2008

Executive Summary		
Decisions	Agenda Item 1 – The 4/11/08 Meeting Notes were approved as written	Mary
	Agenda Item 2 – <ul style="list-style-type: none"> - Kathy Kimball has transferred to ITS Information Management and will be leaving the DACC. Sally Anderson will take over her web accessibility role within ITS. Since Kathy's DACC appointment runs through 2009, Mary will check with HR to see if they can nominate Sally to serve out the term. - Will Bailey is retiring. The position functions are being reorganized, but it appears his replacement will remain on DACC and serve as Section 504 Coordinator. Therefore, Trey will contact Mike Suess about DACC having an opportunity to interview the finalists. 	Mary
	Agenda Item 3 – Meetings will not be held over the summer 2008, unless specific business demands it, e.g. ARB hearing, EE director interviews, etc.	Mary
	Agenda Item 4 – See pending motion below	Mary
	Agenda Item 5 – Mary is working on a draft of the Annual Report to the President's Office and will email it to members for review before it is finalized and submitted.	Mary
	Agenda Item 6 – See passed motions below	Trey
	Agenda Item 7 – <ul style="list-style-type: none"> - Meetings with colleges – Trey and Mary have made presentations to all of the college councils (Deans and Department Chairs) except for Architecture and Education. They received mostly good responses and identified concerns to be addressed. Some colleges plan to discuss at Fall Conference with faculty. - CSU Training Task Force – Trey and Mary are participating in this effort to identify what's available and effective and what needs to be developed for web, procurement and instructional materials. - Annual Report Deadlines – Extended from June 15 to August 15. 	Mary and Trey
	Agenda Item 8 – Physical Access Subcommittee Updates <ul style="list-style-type: none"> - Hired consultants specializing in barrier removal, accessibility - Recently brought them in to look over and tour Spanos Stadium and look at concerns. They felt some issues were valid and some were not. Will get a proposal and look at problems further. - Hired a national resource to review new construction (Sally Swanson). May ask her to update transition plan, depending on cost. - Hired a local group to help develop accessibility plans for projects. Currently working on improvements to horticulture and plant shop. - The accessible path from ticket booth at old stadium to new Spanos side and elevators has been completed; by football season, the south end of stadium will have same work done. 	Mark

	Agenda Item 9 – Reports and updates were given in Agenda Items 7 and 8 above	
	Agenda Item 10 – Action items updated below	Mary

Motions	<p>Pending Motions:</p> <p>1) Nominate and elect Mary Shaffer as co-chair of DACC for next term, pending approval by supervisor (Tim Kearns) and DACC at the September 2008 meeting. (Motion by Dustin DeBrum; Second by Lisa Hensley)</p> <p>Passed Motions:</p> <p>2) Accept the draft letter to President Baker regarding portable lifts as written. (Motion by Mark Hunter; Second by Dustin DeBrum)</p> <p>3) Accept revised draft DRC policy section and submit to CAP Review Committee. (Motion by Mark Hunter; Second by Cindy Campbell)</p>	
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	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 Final review of draft DRC CAP section	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 - Look at the revised Center for Science plans	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	On hold – still monitoring
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 – over time it will evolve
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	On hold – site is being updated

4.	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	On hold – pending new EE director
5.	Post roles and responsibilities of the Campus 504 Coordinator on the EE website; update list of contacts. Academic Personnel employee is responsible for the site. Need to contact that person and ask them to post the document.	Mary	ASAP
6.	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	In progress
7.	Revise purchasing procedures to accommodate review of all E&IT purchases	Greg, Mary	In progress
8.	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	ASAP
9.	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	In progress
10.	Trey will contact Mike Suess about the DACC having an opportunity to interview the finalists for Will Bailey’s position as EE Director.	Trey	ASAP
11.	Mary will contact HR about nominating Sally Anderson to complete Kathy’s term as staff representative to DACC through 2009.	Mary	ASAP
12.	Draft annual report on behalf of DACC for submission to President’s Office. Send to members for review before finalizing. Send copy to Academic Senate in lieu of a separate report by Senate representative John Harris.	Mary	ASAP

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
18.	Review current practice of using video supervision for accommodation testing. Schedule separate meeting with Policy Subcommittee. Has been resolved internally by DRC.	6-13-08
19.	Identify disabled parking spaces with single (instead of double) lines which have presented problems for disabled individuals. UPD will widen spaces as needed rather than re-stripe.	6-13-08
20.	Identify ad-Hoc working group to review and possibly update the strategies and priorities of the Transition Plan to review by the full committee. Depending on cost, Facilities Services may use the consultant to perform this task. Will report on progress and revisit if necessary.	6-13-08