

DACC Meeting Notes

Date: September 21, 2007

Time: 1:15 PM to 2:30 PM, Location: Administration Building, Room 409

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

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| Present: | Will Bailey, Liz Cofer (for Jean DeCosta), Trey Duffy, Mark Hunter, Kathy Kimball, Mary Shaffer, Mikie Stock, (Andrea Perry – Note Taker) |
| Absent: | Jean DeCosta, Cindy Campbell, Dustin DeBrum, John Harris, Greg Melnyk, Lisa Hensley, Lorin Torbitt (student) |
| Guests: | |
| Next Meeting: | Friday, October 12, 2007, 10:15 AM to 11:30 AM, Admin Bldg (01) Room 409 |

| Executive Summary | |
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| Decisions | Agenda Item 1 – The August 17, 2007 Meeting Notes were approved as written. It was decided that subcommittee notes do not need to be formally approved. |
| | Agenda Item 2 – Next Step: Trey will discuss the amended 504/ADA Coordinator Roles and Responsibilities document with the Provost, and then look at modifying the supporting list of contacts. |
| | <p>Agenda Item 3 – After meeting with Dan Howard-Greene and Larry Kelley, DACC was asked to (1) document in writing why the DACC Chair or designee should be a member of Campus Planning Committee and (2) meet with Bob Kitamura to discuss at what points the committee should be involved in plan review.</p> <p>After discussing the role of the MPC and the planning process in general, Andrea was tasked with inviting Bob Kitamura to the 11/9/07 meeting to (1) better understand the goal of having DACC involved and (2) when and how it would be appropriate to involve the DACC/Physical Access Subcommittee.</p> |
| | Agenda Item 4 – The revised “Policy and Procedures for Resolving University 504/ADA Student Accommodation Disputes” is finalized and on the web. |
| | <p>Agenda Item 5 – No one entity on campus is responsible for event planning and guest/visitor accessibility issues. The Policy subcommittee was tasked with drafting a set of recommended policies, guidelines and/or procedures to address the following:</p> <ol style="list-style-type: none"> 1) Where to go to obtain information regarding accessibility issues 2) Who is responsible for making accommodations (e.g., event sponsors) 3) What process will be followed to file a complaint 4) Accessibility requirements/guidelines for campus event planners <p>It was suggested that the subcommittee consider Resource 25 and existing CAP Policy related to events and guests. Trey and Mary will schedule a policy subcommittee meeting to begin this discussion.</p> |
| | <p>Agenda Item 6 – Goals for 2007/08 from Executive Order 926 not covered elsewhere:</p> <ol style="list-style-type: none"> 1) Campus Transition Plan <ul style="list-style-type: none"> • Andrea will invite Rex Wolf to the 10/23/07 Physical Access Subcommittee Meeting to discuss the transition plan. 2) Disabled Parking Audit (due every two years) <ul style="list-style-type: none"> • Facilities sent drawings of the campus parking divided in quadrants to DSA, hasn't been approved yet. • Trey & Mary will ask Rick Ramirez to clarify what is meant by the audit and who and how it is to be submitted • When we receive an approved stamped set of drawings, we can then submit to the appropriate person. |

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| | Agenda Item 7 – Not discussed | |
| | Agenda Item 8 – The procurement plan is finalized and posted on the web. All three plans required by ATI have been completed. Other items in progress include an accounting of textbook orders for Fall Quarter and a modification to the New Course Proposal Form to include an accessibility review. | |
| | Other – The DACC would like a tour of the new Housing Administration Building. | |
| Motions | None | |

| | Time | Agenda Items: | |
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| 1. | 5 | Review and Approve Minutes (8/17/07 Meeting) | Mary |
| 2. | 10 | 504/ADA Coordinator Roles and Responsibilities – Status Report and Update Action Item #6 | Will & Trey |
| 3. | 10 | Campus Planning Committee – Status Report and Next Steps Action Item #1 | Trey |
| 4. | 10 | Student Accommodation Appeal Process – Status Report and Update Action Item #7 | Trey |
| 5. | 10 | Guest Accommodation Policy and Procedure – Initial Discussion and Next Steps Action Item #4 | Trey |
| 6. | 10 | Review of Executive Order 926 to set Goals for 2007-08 | Trey |
| 7. | 10 | Review and update action items | Mary |
| 8. | 10 | Committee Reports: a. Physical Access – Stadium Tour Walk Through Completed b. Procurement – ATI Procurement Plan Submitted to CSU Chancellor's Office and posted online at http://accessibility.calpoly.edu/purchase/index.html c. Policy – See above agenda items d. IT Web Accessibility – http://accessibility.calpoly.edu/web/plan.html e. Instructional Materials – http://accessibility.calpoly.edu/instmaterials/index.html | All |

| Pending Action Items: | | Responsible Person | Due Date |
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| 1. | Proposal for DACC Chair or designee to be a member of Campus Planning Committee submitted to President. Meet with Bob Kitamura on 11/9/07 to (1) better understand the goal of having DACC involved and (2) when and how it would be appropriate to involve the DACC/Physical Access Subcommittee. | Andrea will invite Bob to the meeting | 11/9/07 |
| 2. | Service Animal Policy: Draft proposed. Reviewed by Facilities, University Police, University Legal Counsel, and DRC. Currently there is a national issue of an individual or individuals surfing the web, finding university service animal policies and filing complaints against colleges. Often the issue is that colleges do not have "pet or animal policies", thus any service animal policy could be more restrictive and potentially create disparate treatment of people with disabilities. We pulled the draft from the web and are reviewing it. | Trey | |
| 3. | 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 | |
| 4. | The Policy subcommittee will review and making recommendations to address accessibility issues for guests/visitors, including the complaint process and guidelines for campus event planners. (9/21/07) | Trey & Mary to schedule a meeting | October |
| 5. | Risk Management's information (web, other) should include information on addressing ADA-related issues. | Mikie | |

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| 6. | Review the revised 504/ADA Coordinator Roles and Responsibilities document with the Provost and then consider modifying list of contacts. (9/21/07) | Trey | October |
| 7. | Review current practice of using video supervision for accommodation testing. Schedule separate meeting and invite 3-4 DACC members. | Trey | |
| 8. | Discuss assistance for staff with disabilities for getting around campus. Meet to define the issues and then bring back to the full committee for discussion at a future meeting. | Mikie & Will | |
| 9. | Campus Transition Plan Update (per EO 926) – Andrea will invite Rex Wolf to the 10/23/07 Physical Access Subcommittee Meeting to discuss the transition plan. Mark will report back to DACC. | Andrea & Mark | 10/23 |
| 10. | Disabled Parking Audit (due every two years per EO 926) – Facilities is awaiting DSA approval for drawings. Trey & Mary will ask Rick Ramirez to clarify what is meant by the audit and who and how it is to be submitted. | Trey & Mary & Mark | |

| Completed Action/Discussion Items: | | Meeting Date |
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| 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. http://www.drc.calpoly.edu/enrolled/resolving.html (link posted to page on Accessibility site at: http://accessibility.calpoly.edu/dacc/documents/index.html) | 9-21-07 |
| 3. | | |