

DACC Meeting Notes

Date: November 9, 2007

Time: 10:15 AM to 11:30 AM, Location: Administration Building, Room 409

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

Present:	Will Bailey, Dustin DeBrum, Jean DeCosta, Trey Duffy, John Harris, Mark Hunter, Mary Shaffer, Mikie Stock, Lorin Torbitt (student) (Andrea Perry & Leslie Howe – Note Taker)
Absent:	Cindy Campbell, Lisa Hensley, Kathy Kimball, Greg Melnyk
Guests:	Barbara Queen, Johan Uyttewaal
Next Meeting:	Friday, December 7, 2007, 10:15 AM to 11:30 AM, Admin Bldg (01) Room 409

Executive Summary		
Decisions	Agenda Item 1 – The September 21, 2007 Meeting Notes were approved as written.	
	Agenda Item 2 – Introductions were made. Lorin Torbitt was introduced as the new student representative. Lisa Hensley, representing HR, was not in attendance. Announced Leslie Howe will be Andrea Perry’s temporary replacement as note taker.	
	Agenda Item 3 – Risk Management will have an ad hoc member on the committee. Mikie Stock will serve in this capacity. By consensus, the committee agreed to recommend that Risk Management be formally added to the membership.	
	Agenda Item 4 – Mark will invite Rex Wolf to do a 15-minute presentation on the Campus Transition Plan.	
	Agenda Item 5 – There is a request to hire an Access Specialist (Consultant) who will review building plans, work with contractors at all stages of the building process, and perform spot check inspections. They hope to have someone in place by March 2008. DACC needs to consider how this affects Action Item #1 Master Planning Committee.	
	Agenda Item 6 – Trey and Mary will revise the Guest Accommodation Policy and Procedure document to incorporate committee suggestions to simplify the process. More explicit guidelines for event planners still need to be developed.	
	Agenda Item 7 – The approved document will reside on the Employment Equity and Faculty Recruitment Office website. Other departments will link to it. See motion below.	
	Agenda Item 8 – The following updates were provided by Mary: Instructional Materials Plan - The draft plan was reviewed by the Academic Senate Instruction Committee and Instructional Advisory Committee on Computing. Minor edits are being recommended to address faculty concerns, e.g., re: Blackboard. Awareness Training - ITS is developing a brief training video which faculty will be required to completed. DACC agreed this needs to be a priority with support from senior management and accountability, e.g., tracking. Alternatives to online training need to be considered for faculty who don't use a computer.	
	Agenda Item 9 – Time expired before this item could be discussed.	
Motions	Passed Motion: 1) To accept the 504/ADA Coordinator Roles and Responsibilities as approved by the Provost. (Motion by John Harris; Second by Will Bailey)	

	Time	Agenda Items:	
1.	5	Review and Approve Minutes (9/21/07 Meeting)	Mary
2.	5	Introductions (New Members)	Mary
3.	10	Committee Membership Changes and Recommendations	Mary & Trey
4.	5	Campus Transition Plan (Physical Access Subcommittee Report)	Mark
5.	10	Campus Planning Process and ADA Review – Bob Kitamura and Johan Uyttewaal Action Item #1	Trey, Will & Mark
6.	10	Guest Accommodation Policy and Procedure – Policy Subcommittee Report Action Item #4	Trey & Mary
7.	10	504/ADA Coordinator Roles and Responsibilities – Provost Review Action Item #6	Trey
8.	10	Committee Reports: a. Physical Access – See above agenda items b. Procurement – 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
9.	10	Review and update action items or discuss other items as needed	Mary
10.	0	Future Agenda Item – Demo new DRC portal channel for students to request services	Trey
11.	0	Future Agenda Item – Parking Audit Update – Action Item #9	Cindy
12.	0	Future Agenda Item – Stadium Update with Bob Kitamura	Mark
13.	0	Scheduled Activities (Physical Access Subcommittee) All DACC members are welcome to attend – Please add to your calendar 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 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 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	Mark

Pending Action Items:		Responsible Person	Due Date
1.	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. Invite Bob Kitamura to meet with the DACC in November.	Trey, Mark & Will	
2.	Service Animal Policy: Draft proposed. Reviewed by Facilities, University Police, University Legal Counsel, and DRC. Revise policy based on input and bring back to DACC for discussion. Other priorities have pushed this item to the backburner.	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 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)	Trey & Mary to revise	12/7
5.	Risk Management's information (web, other) should include information on addressing ADA-related issues. Add link to http://accessibility.calpoly.edu .	Mikie	
6.	Review current practice of using video supervision for accommodation testing. Schedule separate meeting and invite 3-4 DACC members.	Trey	

7.	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	
8.	Seek clarification from Budget and Analytical Services regarding the submission of the disabled parking audit specified in Executive Order 926.	Mary & Trey	
9.	Campus Transition Plan – Invite Rex Wolf to give a 15-minute presentation to DACC on the campus transition plan.	Mark	
10.	Post roles and responsibilities of the Campus 504 Coordinator on the EE website; update list of contacts.	Will	

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.		