

# DACC Meeting Notes

**Date: December 7, 2007**

Time: 9:30 AM to 10:45 AM, Location: Administration Building, Room 409

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

<b>Present:</b>	Cindy Campbell, Dustin Debrum, Jean DeCosta, Trey Duffy, John Harris, Lisa Hensley, Mary Shaffer, Lorin Torbitt, Mikie Stock (Leslie Howe-Note taker)
<b>Absent:</b>	Mark Hunter, Will Bailey, Kathy Kimball, Greg Melnyk
<b>Guests:</b>	Jennifer Allen-Barker, Brenda Tesch
<b>Next Meeting:</b>	Friday, January 11, 2008, 10:00 AM to 11:15 AM, Admin Bldg (01) Room 409

Executive Summary	
<b>Decisions</b>	Agenda Item 1 – The 11/09/07 Meeting Notes were approved as written.
	Agenda Item 2 – Introductions were made. Lisa Hensley, representing HR, was introduced.
	Agenda Item 3 – Because Facility Planning has drafted a RFQ for an expert external consultant to be involved with all aspects of Access in new projects, the committee decided that DACC representation on the Master Planning committee is not needed. The Physical Access Sub-Committee will continue to monitor/report on the process.
	Agenda Item 4 – The Guest Accommodation Policy was approved as revised and will be forwarded to the President for review and approval.
	Agenda Item 5 – The Annual Parking Audit report to the Chancellor's Office reflects the number and location of disabled parking spaces on campus and shows that the campus is compliant. Cal Poly reported this information before it was required. Access routes/paths are not reported, but this information is available, including newly developed maps for use by visually and mobility impaired individuals.
	<p>Agenda Item 6 – Committee reports</p> <ul style="list-style-type: none"> <li>a) Physical Access – Currently reviewing other college web sites for good examples of parking and transportation-related access information for use at Cal Poly. Suggested posting construction-related information on same site.</li> <li>b) Procurement – ATI was discussed at recent Procurement Open Forum, including timelines, roles and responsibilities, etc. C&amp;PS will be posting related information on their web site. CSU training scheduled in February.</li> <li>c) Policy – Discussed in Agenda Item 4</li> <li>d) IT Web Accessibility – Faculty training and awareness video is being developed and is expected to be available in January. The Provost will be issuing the request that faculty review the material. CSU training (Cal-WAC) scheduled for mid-January; Cal Poly is sending at least 14 people.</li> <li>e) Instructional Materials – An article on Universal Design was submitted to the Center of Teaching and Learning for the Winter Quarter newsletter in order to help educate faculty on this issue.</li> </ul>
	Agenda Item 7 – Action items were discussed, reviewed and updated.
<b>Motions</b>	<p>Passed Motions:</p> <ul style="list-style-type: none"> <li>1) To accept the 11/9/07 meeting notes as written. (Motion by John Harris. Second by Mikie Stock)</li> <li>2) To accept the Cal Poly Guest and Visitor Disability Policy and Procedures document. (Motion by Dustin DeBrum; Second by John Harris)</li> </ul>

	Time	Agenda Items:	
1.	5	Review and Approve Minutes (11/09/07 Meeting)	Mary
2.	5	Introductions (New Members)	Mary
3.	10	Campus Planning Process and ADA Review – Is DACC representation on the Master Planning Committee still needed?	Trey, Will & Mark
4.	15	Guest Accommodation Policy and Procedure – Review revised draft based on input from prior meeting. Please review attached document before the meeting.	Trey & Mary
5.	15	Parking Audit Update and Report	Cindy
6.	15	Committee Reports: a. Physical Access – See above agenda items b. Procurement – <a href="http://accessibility.calpoly.edu/purchase/index.html">http://accessibility.calpoly.edu/purchase/index.html</a> c. Policy – See above agenda items d. IT Web Accessibility – <a href="http://accessibility.calpoly.edu/web/plan.html">http://accessibility.calpoly.edu/web/plan.html</a> e. Instructional Materials – <a href="http://accessibility.calpoly.edu/instmaterials/index.html">http://accessibility.calpoly.edu/instmaterials/index.html</a>	All
7.	10	Review and update action items or discuss other items as needed	Mary
8.	0	Future Agenda Item – Demo new DRC portal channel for students to request services	Trey
9.	0	Future Agenda Item - Campus Transition Plan – Invite Rex Wolf	Mark
10.	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.	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.	Forward guest accommodation policy to President Baker for review and approval, and determine next steps, e.g., who owns this?	Trey & Mary	
4.	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	
5.	Review current practice of using video supervision for accommodation testing. Schedule separate meeting with Policy Subcommittee.	Trey	
6.	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	
7.	Campus Transition Plan – Invite Rex Wolf to attend a future DACC meeting to discuss the status of the campus transition plan.	Mark	January meeting
8.	Post roles and responsibilities of the Campus 504 Coordinator on the EE website; update list of contacts.	Will	

9.	Identify disabled parking spaces with single (instead of double) lines which have presented problems for disabled individuals.	John will email Cindy	
10.			

<b>Completed Action/Discussion Items:</b>		<b>Meeting Date</b>
1.	DRC Eligibility – <a href="http://drc.calpoly.edu/prospective/disability.htm">http://drc.calpoly.edu/prospective/disability.htm</a> - Trey to act on advice provided <ul style="list-style-type: none"> <li>• Don't open the gates / just walking through the door doesn't qualify / guarantee a student will get every accommodation they want</li> <li>• Have reasonable standards and criteria</li> <li>• Stick to the standards and criteria</li> <li>• Provide provisional services while requesting more documentation when necessary</li> <li>• Refer as appropriate to campus / non campus resources</li> </ul>	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.		