

**ADA POLICY ADVISORY COMMITTEE MEETING**

**2:00 p.m. Meeting Began**

**3:05 p.m. Meeting Ended**

**Location: Academic Affairs Lobby Conference Room**

**I. FEBRUARY 14, 2013: CALL TO ORDER – Huda Melky**

Called to order at 2:00 p.m.

**II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Charles Jones, Denise Cornelius, Vernon Sheeley, Stephen Rowland, Jeff Jones, Michael Schilling, Matt Davis, Jennifer Tougas, and Cindy Smith.

**III. APPROVAL OF MINUTES**

Minutes from the November 29, 2013 meeting were approved with corrections.

**IV. UPDATE ON ACCESSIBILITY TO ONLINE LEARNING**

- A.** Huda suggested that another technology person be added to the ADA Policy Advisory Committee. Huda would prefer someone from the library and she will contact John Bowers to ask for recommendation.
- B.** Jeff Jones received an email regarding current trends with web accessibility and will forward it to Huda.
- C.** The committee discussed auditing the faculty Distance Learning Courses. There are issues regarding Net I.D. and password to have access to Blackboard.
- D.** Jennifer Tougas suggested having a student audit the class.
- E.** Huda is waiting for direction from Beth Laves.

**V. UPDATE ON 508 WEB ACCESSIBILITY**

- A.** Gopi Chand Nutakki continues auditing websites, and 93% are accessible.
- B.** Huda is waiting for a draft regarding the policy for accessibility for the Library.
- C.** Huda discussed the group from U of L who visited WKU to obtain information regarding our policy and procedure for auditing.

**VI. FACULTY AND STAFF ACCOMODATIONS**

- A.** Huda reported that she has had several recent situations in which an employee requested accommodations from their supervisor instead of reporting it to EOO. The problem with this is if the supervisor leaves, there is no documentation and EOO doesn't have the accommodation on file. Huda said managers, supervisors, and new employees need to be aware that they should disclose their information to EOO.

- B. Huda asked Denise Cornelius to inform employees about requesting accommodations during orientation. Denise recommended the information be added to Onboarding when it is up and running.

**VII. UPDATE ON SDS**

- A. Matt Davis will email the SDS report at a later date. This semester, 27 new students have registered with SDS.
- B. Matt received an email from a student regarding the lack of accessibility on campus. Her complaints included issues with, Gordon Wilson Hall, the sidewalk at Garrett, minimal spots for lifts on campus, and handicapped parking. Matt encouraged her to take pictures of these areas.
- C. Matt said the Letters of Accommodations test run will be in the fall and it will run through Banner. SDS will also look at other forms currently on paper that may be handled differently.
- D. Michael Schilling reported a situation with a student who has a Tier 2 parking permit, but is having issues finding parking at Snell Hall. Jennifer Tougas explained that it is a first come first serve basis and suggested the student utilize the ADA van.

**VIII. PARKING AND TRANSPORTATION UPDATE**

- A. Stephen Rowland reported an issue with a student needing the ADA van for night classes. It was suggested that the student use the Blue Line bus instead.
- B. Stephen distributed the Topper Transit Activity report to committee members.
- C. Stephen shared that all buses will have low transit floors by next fall.

**IX. FACILITIES MANAGEMENT UPDATE**

- A. Charles Jones reported that the PFT water problem has been repaired and the Academic Complex issue will be fixed with the DUC construction.
- B. Charles said the sidewalks are being surveyed for summer projects along with bus shelters.