

## ADA POLICY ADVISORY COMMITTEE MINUTES

2:05 p.m. Meeting Begins

3:00 p.m. Meeting Ends

Location: Academic Affairs Lobby Conference Room

### **I. APRIL 19, 2012: CALL TO ORDER – Huda Melky**

Called to order at 2:05 p.m.

### **II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Vernon Sheeley, Jeff Jones, Matt Davis, Charles Jones, Jennifer Tougas, and Cindy Smith.

### **III. APPROVAL OF MINUTES**

Minutes from the March 15, 2012 meeting were reviewed and approved.

### **IV. FACILITIES MANAGEMENT**

- A. Charles Jones discussed the sidewalk project that is scheduled for this summer.
- B. Huda shared an article with Charles regarding 2010 standards which should be used in all DFM projects.

### **V. UPDATE ON SDS**

- A. Matt Davis distributed an SDS Data sheet to committee members. Forty-seven new students have been added this semester.
- B. Sound proof headphones will be purchased for students to use during testing while DUC is undergoing remodeling.
- C. Matt discussed an issue with a professor who refused to sign a letter of accommodation. Huda questioned if the professor understood the process and that it is the law to accommodate the student. Huda asked Matt to notify her if he encounters a situation like this in the future. Dr. Sheeley suggested that Matt attend a CAD meeting and make Deans aware of the importance of accommodating students.
- D. Matt discussed his trip to China with Mobility International.

### **VI. SECTION 508 WEB ACCESSIBILITY**

- A. Huda updated the committee on the progress Gopi Nutakki has made with website accessibility.
- B. Huda has communicated with Brian Carson regarding making the library accessible. A draft document has been composed regarding the process of making Blackboard and Distance Learning accessible.
- C. John Bower, Beth Laves, Deborah Wilkins, Richard Miller, Sally Kuhlenschmidt, and Huda Melky met and discussed steps needed for making Blackboard and Distance Learning accessible. John Bowers will be leading the group.

- D. By the fall, Huda hopes to have a checklist for faculty to use when they are making their class accessible. Faculty members will also have a contract to sign.

**VII. JEFF JONES**

- A. Jeff Jones reported he reviewed the rough draft document regarding website accessibility, and John Bowers will be contacting Huda next week.

**VIII. UPDATE ON FACULTY AND STAFF ACCOMMODATIONS**

- A. Huda and Dr. Sheeley attended a state meeting. Huda was invited to present the steps we are using at WKU for accommodations on May 18, 2012.
- B. Huda met with a staff member and her director regarding accommodations she needs pertaining to her migraines.
- C. FMLA was discussed and it was recommended that Tony Glisson, Director of Human Resources, appoint someone from HR to serve on the ADA Policy Advisory Committee.

**IX. UPDATE ON PARKING AND TRANSPORTATION**

- A. Jennifer Tougas reported that the grant they will receive will allow them to purchase 3 buses and a van. It will be 18 months before they arrive.
- B. An issue with a student resulted in Parking & Transportation making changes to the process of Tier 1 and Tier 2 parking so it will be more user friendly.
- C. A student has requested the van several times; however, there have been communication issues as to where the student should be picked up.
- D. It was discussed that the accessibility link be added to the Parking and Transportation website and the brochure.