**ADA POLICY ADVISORY COMMITTEE MEETING**

2:05 P.M. Meeting Began

 2:50 P.M. Meeting Ended

Location: Academic Affairs Lobby Conference Room

**I. December 11, 2014: CALL TO ORDER – Huda Melky**

 Called to order at 2:05 p.m.

**II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Shaden Melky, Matt Davis, Stephen Rowland, Jeff Jones, Josh Twardowski, Michael Schilling, Julie Uranis, Richard Miller, and Cindy Smith.

**III. APPROVAL OF MINUTES**

Minutes from the October 16, 2014 meeting were reviewed and approved. Matt Davis asked that Student Disability Services be referred to as the new department name, Student Accessibility Resource Center (SARC), in future minutes and agendas for the ADA Meetings.

**IV. FACILITIES MANAGEMENT UPDATE**

**A.** Josh Twardowski and Shaden Melky discussed the assessment of the slope at the library.

**B.** Stephen Rowland shared that Jennifer Tougas suggested there be guidelines for ADA doors with all new construction on campus. Huda Melky said all new buildings should have a check list for engineers to use as a reference.

**V. SARC UPDATE**

**A.** Matt said that SARC has been busy with students testing, and was unable to have a report ready for the meeting. He said he will send out a synopsis at the beginning of the year.

**B.** Michael Schilling updated the committee on the new MAPS (Mastering Accessible Possibilities for Students) organization. The organization is now on Twitter and Facebook, and SGA agreed to donate money for t-shirts.

**C.** Matt and Michael attended Accommodate 2014 in Louisville. Michael had an opportunity to promote the MAPS organization.

**D.** Huda shared with the committee how Matt assisted an ESLI student with advice and counsel, and that his help was greatly appreciated.

**VI. TRANSPORTATION UPDATE**

**A.** Stephen Rowland reported that Topper Transit had its highest ridership since 2008. Stephen said the increase is mostly due to a change in the transit schedule.

**VII. WEB ACCESSIBILITY UPDATE**

**A.** The December OUCampus Audits Report was emailed to committee members for their review. Huda reported that Gopi Nutakki continues to audit websites through HiSoftware.

**B.** Jeff Jones said his department will be gearing up for training to continue after the first of the year.

**VIII. ONLINE LIBRARY MATERIALS UPDATE**

 **A.** The December WKU Libraries Databases Report was emailed to committee members for their review.

 **B.** Shaden reported that four more vendors have been added.

 **C.** Shaden said the policy and procedure is working and that is what the library will continue to follow.

**IX. DISTANCE LEARNING UPDATE**

 **A.** The November Distance Learning ADA Compliance Committee Report was sent to committee members for their review.

 **B.** Julie Uranis reported that in the fall 2014 semester, DELO had 18 faculty members who signed course agreements, and 16 of them had their course materials pass the audit. One of the faculty members will be working during the Christmas break to make their course compliant.

 **C.** Julie reported that 303 videos have been transcribed.

 **D.** Gopi, Shaden, and Steven Kirtley met to discuss HiSoftware and how they can use the software to run local scans on Blackboard.

 **E.** Julie said DELO plans to make accessibility part of the faculty development agreement.

 **F.** Shaden will share with Julie the VPAT the library uses to see if Distance Learning would be able to utilize it.

 **G.** Huda will call Sheridan at HiSoftware and discuss a program that will assist with Blackboard audits.

**X. UPDATE ON REQUEST FOR FACULTY AND STAFF ACCOMMODATIONS**

 **A.** Huda reported there have recently been requests for ergonomic desk chairs and an ergonomic keyboard.