I. NOVEMBER 19, 2009: CALL TO ORDER – Huda Melky
Call to order at 2:05 p.m.

II. ATTENDANCE – Huda Melky
Those in attendance were Huda Melky, Jeff Jones, Matt Davis, Charles Harrison, Vernon Sheeley, Jennifer Tougas, Leyla Zhuhadar and Cindy Smith.

III. APPROVAL OF MINUTES
Minutes from the October 21, 2009 meeting were reviewed. Two corrections need to be made:

In Section V spell out GOALS, and in Section VI add the words “faculty and staff” to the title.

IV. UPDATE ON SECTION 508 WEB ACCESSIBILITY
A. Huda Melky distributed a report and discussed the most current update of web accessibility on campus.
B. Jeff Jones shared that some web masters do not have access to headers and footers if they need to be changed.
C. Suhdir can assist departments with the accessibility statement on their website.
D. A Content Management Center will be on campus in the near future which will help with the websites on campus.
E. Huda Melky will schedule a meeting with Dr. Owen or Gordon Johnson in the near future to discuss the websites.
F. Jeff Jones discussed the new outlook e-mail and some of the problems that have occurred.

V. PROJECT GOALS (Gaining Online Accessible Learning Through Self-Study)
A. Leyla Zhuhadar will develop a website next semester to keep everyone informed on updates and information regarding Project GOALS.

VI. STUDENT DISABILITY SERVICES
A. Matt Davis distributed the SDS List of Diagnosis for fall 2009 to committee members for their review.
B. SDS is still seeking a Coordinator for Deaf and Hard of Hearing.
C. Testing spaces continue to be a challenge in the SDS Department.

VII. FACILITIES MANAGEMENT

A. The Safety Committee and Facilities Management have identified and are replacing old ladders and adding handrails across campus.
B. The survey of the sidewalks on campus is complete.
C. Huda Melky asked who she should contact regarding an accessibility map for campus. Charles Harrison recommended Huda contact Steven Newton regarding exterior and Bob Austin regarding interior.
D. There was discussion regarding the situation when a student needs a table instead of a desk. If it’s not available at surplus in the Purchasing Department, who orders it and takes it to the classroom? Huda said this needs to be coordinated through SDS.

VIII. PARKING AND TRANSPORTATION

A. Jennifer Tougas reported the Thompson Complex service drive is currently being mobilized.
B. Some students are taking advantage of the ADA Shuttle.