Welcome New Members!

Minutes:
Reviewed. Approved.

Old Business
Self Evaluation

- The committee members were provided the link to the Campus Labs web based self-assessment survey. Portions of the survey were reviewed collectively with the assignment for individual review and feedback to be provided to Sandy Parsons before the next meeting.
- The committee collectively worked on the wording for an email instruction, face page introductions, and instructions. Sandy Parsons will prepare a draft based on recommendations and send to committee for review.
- Sandy Parsons will follow up with VPSA to see if the introduction and survey should be rolled out through the ADA Committee or Cabinet or both.
- The committee agreed to revise the timeline for pushing out the self assessment to January 14, 2013 when staff and faculty are “fresh” from
the holiday “rest”! This will push our schedule of implementation to culminate in August 2013, right before the new AY.

Transition Plan:

• **Sandy Parsons** had a phone meeting with Luis Caraballo. Luis said that he planned to meet with VP Hoffman to request that SZS Consulting prepare an implementation plan based on their 2009 Master Accessibility Plan. Sandy Parsons will follow up with Luis and ask him to give the committee an update at the next meeting.

OCR Complaint:

• Sandy Parsons shared that she responded to the community member who made the complaint to OCR. Additionally, the formal notice of the complaint was received by OCR on October 5, 2012 and the campus was notified that OCR is opening an investigation. An OCR investigation does not mean that the institution was negligent, but is a fact finding investigation. Karla Zimmerlee, campus Chief of Staff asked Sandy to be the main contact with OCR. Sandy forwarded the formal letter from OCR to committee members.

New Business:

• Sandy Parsons shared that she has requested to conduct ADA training this semester for staff and faculty like she did last year, and has requested to conduct training for the Associated Students student groups and leadership regarding inclusive and accessible event planning.

**NEXT MEETING WILL BE November 26 AT 2:00PM-3:00PM IN BLDG SSC 206**

Minutes submitted by Sandy Parsons, Chair