

Accessible Technology Initiative (ATI) Steering Committee Meeting
March 16, 2007, 1pm
MLIB 338

ATTENDING TEAM MEMBERS AND GUESTS			
	Bill Post (BP)		Phyllis Weddington (PW)
	Sandy Parsons (SP)		Pattie Jenkins (PJ)
	Bill Loker (BL)		Gayle Hutchinson (GH)
	Jerry Ringel (JR)		Jaime Nelson (JN)

DISCUSSION ITEMS	
1.	BlackBoard Website (Bill Post)
	BP toured the Fullerton ATI BlackBoard site with the committee. Documents live on the BlackBoard site while in draft form and move to Chancellor's Office ATI site once approved.
2.	Project Plan Overview (Sandy Parsons)
	SP presented the latest Project Plan, dated 3/9/07. Some Procurement dates have been pushed back. Chico has met the first deliverable (communication from the President) and is on track to meet all upcoming deliverables. BP reminded committee members that the project plan is on the IRES ATI website.
3.	Priority Team Status Reports
	<p><i>Web Accessibility (Jerry Ringel)</i> JR distributed the Web Accessibility Project timeline and the "Top 50 Sites" list. Team 1 milestones:</p> <ul style="list-style-type: none"> ▪ Identify the 50 most accessed sites ▪ Identify who is in charge of site/who is the site developer ▪ Develop site map ▪ Contact "Top 50" site owners. ▪ Provide report on remediation needs of site ▪ Provide resources (HiSoftware can be run centrally or by web developers by downloading a version locally). <p>Need to submit a sample of sites that need remediation and send an estimation of what it will take to do so to the Chancellor's Office. This plan to remediate is a deliverable.</p> <p><i>Instructional Materials Accessibility (Bill Loker)</i> BL reported that Team 2 met this week and broke into three sub-groups. Textbook requisitions for fall were to be in by March 15th – approximately 20% of faculty have been compliant. The compliance goes up to 75% at deadline for book buy-back at end of semester. Issues arise at winter intersession and summer session. Team 2 will initially focus on compliance of textbooks, syllabi, and PowerPoint presentations. The next priorities will include handouts, course packs, journal articles, and then onto non-text media. IMAP plan will be available by deadline. Need to coordinate with TLP for Vista training/workshops.</p> <p><i>Accessible Electronic and Information Technology Procurement (Pattie Jenkins)</i> PJ reported that Team 3 had been involved in a conference call and was to have another on March 16th. Procurement plan deadline moved to June 15, 2007. Formal solicitation implementation due in September. BP asked who is going to verify accessibility of items before procurement. PJ said that we are still relying on vendor promises of compliance at this time. SPSS non-compliance brought up. JR has draft document outlining accessibility guidelines to outside web development vendors.</p>
4.	Budget (Bill Post)
	Where is funding coming from? What will we get funding for? BP presented a document from Mary Cheng looking at costs of implementing ATI requirements. Will have a budget item on agenda for next steering committee meeting. GH suggested bringing budget to cabinet at end of April. Meeting adjourned at 2pm.

TO DO LIST SUMMARY				
#	Task	Responsible Party	Due Date	Status
1.				

FUTURE MEETINGS		
Date: April 10, 2007	Time: 11am-12pm	Place: MLIB 338