Accessible Technology Initiative (ATI) Steering Committee Meeting
December 1, 2006
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)
	Jaime Nelson (JN)	Jerry Ringel (JR)

DISCUSSION ITEMS		
1.	**ATI Teams (Bill Post)**	
	BP announced that President Zingg released the ATI memo to campus today. Presented the ATI Campus Team list to be sent to the Chancellor's Office next week. Sponsors and team leads in place, but members can be flexible to a point. Added Deborah Lemmo (Bookstore) and Phyllis Weddington (CMS) to the list. Talked about need for a Foundation member on Procurement team and possibly the Web Accessibility team as well.	
2.	**Project Deadlines (Sandy Parsons)**	
	SP presented the ATI Work Plan (handout) with timelines for both overall project and individual teams. Due at the end of January are the Overall Accessibility Policy (EM 99-21), Web Accessibility Policy and Procedures, and Accessible Electronic and Information Technology Procurement Policy and Procedures. Instructional Materials Accessibility Plan is due in June 2007. Also due at the end of January is the evaluation and remediation of the top 20 most accessed web pages from campus website. Sandy asked Jerry about including sites that are not in the "Top 20" but are regularly accessed by disabled people, such as Disabled Support Services, the Counseling Center, Human Resources, and Health Services in the evaluation. GH talked about the policy's path through Academic Senate and that a draft is in development. Policy will come from the Senate, but procedure will come from individual teams	
3.	**Priority Team Reports and Discussion**	
	Web Accessibility (Jerry Ringel) JR reported that the team will formally meet next week, but Patrick Berry and Kay Schenk have already been working on evaluating the top 20 web pages. As of now, most pages have been identified and brought to compliance. The process is going smoothly. Next, he needs to identify key web developers on campus and bring them together in January to bring them up to speed on the initiative. After that, identify anyone else on campus that develops web pages and begin communication. JR sees three issues regarding compliance: communication with web developers; training on HI accessibility monitoring software; and the overall evaluation of campus web pages. JR described how HI software works and explained that on-going monitoring of web pages will be the biggest challenge to accessibility. He said that most departments are already using similar software. The software will be available to departments, but most of the work will be done centrally by student employees. BP said that money is available to hire more student staff and that the hiring process should start soon. PJ brought up the fact that some departments use outside contractors for their web development and wondered about provisions for compliance from that angle. SP asked if faculty websites will fall under the evaluation. JR said that not much can be done about off-campus or personal web pages. *Instructional Materials Accessibility (Bill Loker)* BL, GH, and Paul Persons met with department Chairs recently to inform them about ATI and its implications on instructional materials. GH stated that the Chairs were receptive and that it would be helpful to train them on universal design so that they can in turn train faculty in their departments. BL stressed that faculty will be supported in reaching compliance and that it is a positive change. He reported that faculty asked whether they had to comply in all courses or only when a disabled student was enrolled. Faculty was also concerned about making non-textbook and multimedia materials compliant. He reiterated the phrase "as effective as." BL reported that he is working with the Academic Senate to get the policy in place. Paul Persons, Jed Wyrick, Sarah Trechter, and GH will introduce the policy to the EPPC in February. The Instructional Materials team will meet next week to begin discussion on procedures. BP and BL to take this item to the next CAD meeting.	

	BL asked SP how many faculty have attended EnACT training and asked for a list of attendees; SP to provide to BL. BP said that TLP and CELT both need to be bringing up ATI at every chance during faculty training. GH asked if training can take place in individual departments. BP said not at a program level due to lack of staff resources. BL asked about system staffing and support. BP replied that some parts will be coming out of the enterprise computing budget, but so far there is not system support. *Accessible Electronic and Information Technology Procurement (Pattie Jenkins)* PJ reported that she will be attending training on December 12 at LAX regarding procurement and the E&IT team will be meeting next Friday. She has been researching available resources that are 508 compliant and is looking at purchasing copiers that are accessible. PJ was informed by Mary Cheng to buy or lease copiers that have the capability for accessible add-ons versus buying machines that are accessible. She reported that there aren't many choices in accessible copiers.
4.	**ATI Website (Jaime Nelson)**
	JN presented the ATI project web page on the Information Resources website and showed the link from the ADA homepage. SP, PW, and team leaders to talk about page format and JN will be responsible for posting documents on page per team leader. Meeting adjourned at 11:00am. Group will possibly meet during the last week of semester.

TO DO LIST SUMMARY

#	Task	Responsible Party	Due Date	Status
1.	Confirm team membership to CO	B. Post	12/6/06	
2.	Overall Accessibility Policy		1/29/07	75%
3.	Web Accessibility Policy and Procedures	J. Ringel	1/29/07	
4.	E&IT Procurement Policy and Procedure	P. Jenkins	1/29/07	
5.	Evaluate and remediate top 20 most accessed web pages from campus website	J. Ringel	1/29/07	50%
6.	Present to CAD	B. Post, B. Loker	December	

FUTURE MEETINGS

Date: TBD	Time:	Place: