

ATI Steering Committee Meeting – Minutes

Date: October 3, 2011

Present: Bill Post, Sandy Parsons, Drew Calandrella, Jerry Ringel, Sara Rumiano, Phyllis Weddington, Jeremy Olguin, Lauri Evans, Tony Dunn, Brook Banks

1. Introductions
 - a. New members of the steering committee were introduced. Jeremy Olguin, the ARC Alternate Media Coordinator; Lauri Evans, ARC and IMAP Chair, Brook Banks, IRES, and Tony Dunn, IREA and Web Chair.
2. ATI Annual Report Aggregates Results
 - a. Sandy Parsons shared the aggregate results for each priority area, noting areas of strength and relative vulnerability. Consensus was that, in general, all three priority areas are doing relatively well compared to other campuses in the system and that areas that are either “not started” or “initiated” are the same others that other campuses are struggling with, as well.
 - b. Annual reports are due November 15, 2011. Sandy asked that Chairs have their reports submitted by November 15th and a copy to Sandy. Sandy will aggregate the results and provide a summary report for the Steering committee, Cabinet and Academic Senate.
3. Report from each Priority Team Chair; each chair provided a brief update on their priority area noting accomplishments and plans for this year- information that will be included in this year’s annual reports.
 - a. Priority One/Web Accessibility – Tony Dunn
 - i. Tony noted that the Juno application and Hi Software are sunseting and that Compliance Sherriff will the replacement. Much of this year will be devoted to re building internal monitoring systems that we’ll lose when Juno goes away.
 - ii. Tony noted that digital content and training are the biggest vulnerabilities.
 - b. Priority Two/Instructional Materials – Lauri Evans
 - i. Lauri noted that the greatest victory and challenge this year involves the GE re design and capturing all of those courses to ensure that their instructional content and materials are accessible.
 - ii. Lauri also noted that effort will be extended to try and improve textbook adoption rates which have dropped over the past two years.
 - c. Priority Three/Procurement – Sara Rumiano
 - i. Sara noted that she plans to work on training and outreach this year to meet areas that are “not started”; Sandy and Sara will arrange a training with the AAS to try and cover as many academic and staff buyers as possible.
 - d. Sandy reported overall ATI priorities for the year:

- i. Sandy noted that the lack of formal, written policies in all three areas is a concern.
 - ii. Sandy noted that campus wide training and communication is a concern as well.
- 4. Report on Alternate Media – Jeremy Olguin
 - i. Jeremy shared that ARC has had an increase in students requiring alternate media, an increase in the number of requests, which is at an all time high.
 - ii. Jeremy also noted that all requests have been fulfilled 5 weeks into the semester.
 - iii. Jeremy discussed collaboration with Andrea Mox and developing a virtual lab environment. Bill Post and Jerry Ringel are interested in working with Jeremy to roll out AT applications in this way.
 - iv. Jeremy shared that he has been asked to work on a ATI project testing BLIO for the Chancellor's office.
- 5. ATI projects coordinated by the Chancellor's office
 - a. Sandy shared the most recent list of ATI Projects.
 - b. Sandy noted that the CO may want ARC to do a presentation on the electronic request system
 - c. Sandy noted that she was contacted by AHEAD member to consider presenting on the electronic request system as an innovative office management strategy
- 6. Campus ATI Plan
 - a. Sandy shared that the overall campus ATI plans are not due until summer 2012.
 - b. Sandy also noted that she is going to work with CO ATI staff to help develop an ATI Plan template for campuses.
- 7. Other Issues:
 - a. Bill Post inquired if the campus has designated a 508 compliance officer. While Tony Dunn and Jerry Ringel are doing many of the functions of the 508 compliance officer, the campus does not have one designated formally. This is an area of vulnerability. Bill Post agreed to research what model other campuses are using and share that information with the steering committee.

Sandy Parsons