

ATI Steering Committee Meeting – Minutes

Date: April 14, 2015

Present: Mike Shilling, Brooke Banks, Sandy Parsons, Sara Rumiano, Jeremy Olguin, Dan Meloy

Update from Project Managers

- The Strategic Plan has been updated and will be posted on the ATI website
- The project managers, ATI Coordinator, and team leads are now meeting once per month to increase overall coordination
- The Office of Accessible Technology and Services (OATS) is officially up and running.
- Mike Shilling suggested that an ATI progress report be submitted to cabinet at the same time the ADA progress report is submitted. Sandy Parsons will coordinate this.

Update regarding ATI Priorities-

- Web Accessibility- Dan Meloy reported that Web Services is getting ready to launch a new website with responsive design. He expressed the need to be sure that before the launch, the templates and site have been run through compliance sheriff to be sure they are accessible. Mike Shilling will meet with the web services director/team to discuss and ensure that the site and templates are accessible before launch. Dan also reported that the team previewed site cues, which may be a valuable addition to the website. Mike Shilling has requested an additional preview of the project. Jeremy Olguin will arrange.
- Procurement- Sara Rumiano reported that the buyers are catching everything that requires a VPAT and IT review, regardless of cost. The process for IT review and VPATS is refining and Sara and her team will work on documenting the process this summer. Brooke and Jeremy noted that 127 ITPR have been done this year so far. While this is a significant workload increase for both Brooke and Jeremy, it is evidence that the campus community is becoming aware of the need for review and procurement of accessible technology. Sara is planning an ITPR Open House as a way to reach more campus people who are purchasing. Sandy mentioned that the auxiliaries (research foundation) must use the same process as the campus procurement office. This was an audit finding in the ATI audits at other campuses. Sandy will reach out to auxiliaries.
- Instructional Materials- Jeremy Olguin reported that “5 clicks” training continues to be successful and requested. He also is becoming more linked to CELT and participating in numerous trainings and opportunities to reach instructors. Jeremy also reported that he intends to contact the Academic Senate about an ATI Resolution. Mike Shilling informed the group that faculty affairs was considering hiring an additional instructional designer in TLP. The committee agreed that knowledge of accessibility should be an essential function. Sandy Parsons will contact faculty affairs to make suggestion.

Next Meeting – TBD Fall 2015

Submitted by Sandy Parsons