

ADA Advisory Committee Meeting

March 13, 2025 (Thursday)

1:00 p.m.

Attendance: Chantel Wilson, Cindy Smith, Maddie Craig, Chase Varner, Jennifer Tougas, Kyle Davenport, Blair Jensen, Kirk Laughlin, Jay Carroll, Jimmie Martin, Josh Mudgett, Amanda Hardin

Brief Recap of Key Points from September Meeting:

- The Committee shared that in addition to being **a hub for data and reports as a way to show how the University is exceeding compliance standards**, we can **share information** with other Committee members, **call attention to issues** we are having across campus, and **identify priorities**.
- By law, we need to be **champions of accessibility** across campus and **to educate regarding accessibility**.

Announced New Members to the Committee:

- Chase Varner, SARC, Kirk Laughlin, ITS, Jay Carroll, WKU Online, Jimmie Martin, SSS-D, Josh Mudgett, Athletics, and Amanda Hardin, WKU Libraries

Today's Agenda:

- **Reports/updates:** Begin by sharing interesting ADA/Accessibility data/reports/updates from each area.

Chantel Wilson, Office of Institutional Equity Specialist and ADA Coordinator – Office of Institutional Equity, began by sharing [ADA data from the Office of Institutional Equity](#). From September 2024 to March 2025, there were a total of 15 workplace accommodations, 26 inquiries regarding guidance and assistance, and 1 training conducted for Professional Development Day as recommended at the September 2024 meeting.

Jennifer Tougas, Assistant Vice President – Business Services, shared [Parking and Transportation Services fiscal year 2025 Year-to-date ADA Accommodations](#). There are 84 active D1 parking permits, 47 active D2 parking permits, 26 registered ADA registered riders, and 550 total rides.

Kirk Laughlin, Web Developer – Application and Program Services, Information Technology Services, shared information contained within the [Information and Technology Services report](#) for the last 6 months. Sending out email notification to CMS legacy users to take updated training that encompasses accessibility guidelines was discussed.

Amanda Hardin, Assistant Director of Access Services – WKU Libraries, discussed the need for an ADA door on first floor of Cravens and that there is only one located on the fourth floor, but buses drop students off at the first floor. Amanda shared that WKU Libraries have reviewed their websites and are constantly checking their databases for accessibility.

Jimmie Martin, Director of Student Support Services, Disabilities – Educational Enhancement Programs, provided [a report for SSS-D](#). He also shared a current partnership with SARC and WKU Libraries to launch a sensory bin pilot program. He shared that the library would launch their bins before the end of the semester. He shared that SSS-D works closely with SARC to verify disability and assist students with skill development such as finances, relationships, and academics. He shared that he is always open to partnerships with other campus departments such as the partnership with Psychology and Dr. Grieve who tests for ADHD and Dyslexia free of charge for SSS-D students.

Chase Varner, SARC Intern & Operations Support – Student Accessibility Resource Center, shared the biggest challenge on campus that students share with him is being included. He shared that offices seem isolated from one another and need to be visible for students and be places that support them. He shared that campus offices need to work together to establish and grow accessibility values and that is what makes the biggest impact being on the same page and creating a culture of accessibility.

Maddie Craig, SARC Intern & Remote Assistant – Student Accessibility Resource Center, shared stats on accessibility efforts for deaf and hard of hearing students. She shared that all seats for Otter are full, and she is researching a new notetaking software for students called Glean. She shared there are 8-10 students receiving captioning services with Tennessee Captioning. She shared that one student is receiving an interpreter. She shared SARC has been updating their website and creating forms and surveys to gain feedback and information quickly. She shared her excitement for the sensory room project.

Jay Carrol, Assistant Director of WKU Online – Online Program Development, shared [a report for WKU Online](#). He also shared that WKU Online and CITL are now their own entities. He shared WKU Online is focused on the students, and CITL is focused on the faculty and ensuring Blackboard content is accessible for students. Jay shared that online students are removed from campus and that it impacts online students with accessibility needs even more so. He shared that WKU Online ensures that online students' education has value, and the office advocates for them. He said if there is an issue, they will work toward remedying that issue. He stated that there are no compliance issues regarding not

meeting online standards. Jay shared that there is one issue with described audio but that is an issue everywhere and is being addressed.

Blair Jensen, Assistant Director – Housing and Residence Life, shared that HRL works with SARC to house students with approved accommodations. Blair shared that HRL’s report from Lana Kunkel, Director of Operations, was forthcoming. The current issue with accessibility of the entrance to residence halls is a primary concern, and there is a need to balance safety with accessibility. She shared that residence halls are locked 24/7 and only accessible with a WKU ID. She shared that students with mobility issues need a push-button door opener, but there is not one currently. She shared that front desk staff are trained to open the door, but the process is not automatic. Blair stated she will keep the Committee updated on this project. Blair stated that the next 10-year Masterplan, renovation, and construction center on universal design.

Josh Mudgett, Assistant Director of Athletic Facilities and Event Management – Athletics, said Athletics is finishing the new field house and his role is switching to access control with a bigger focus on accessibility. He will be the point of contact for any accessibility challenges reported about Athletics.

Kyle Davenport, Campus Services Manager – Facilities Management, emphasized that everything outside was his jurisdiction including ramps and sidewalks. He shared that he often works with Chantel Wilson and Cindy Smith on interior accessibility concerns. He shared that Amanda Hardin’s request for the push-button door at Cravens would cross his desk when approved and that he would most likely work with Blair Jensen regarding the possibility of any projects on residence hall entrances. He emphasized his willingness to help and shared an update regarding the sidewalk assessment that recently concluded. He shared there is a lot going on with the College of Business. Chantel Wilson asked about ADA door openers reportedly not working, and he shared they were fixed. He shared that he reviews all floorplans and blueprints for new constructions for ADA accessibility. He shared he is happy to conduct assessments or walkthroughs when requested. He shared there was an issue with the ADA door at The Commons that has been resolved as well.

Hannah Digges-Elliott, Senior Instructional Designer - Center for Innovative Teaching and Learning, was unable to attend today’s meeting but provided [a report for CITL](#).

- **Accessibility Policy:** Plan to finalize draft for Ena to review and submit to President’s Cabinet for review and approval. Please submit all edits and feedback by April 21, 2025.

Chantel Wilson asked the Committee to review and provide feedback on the Accessibility Policy by April 21, 2025, in order to provide Ena Demir, Executive Director and Title IX

Coordinator, Office of Institutional Equity, with a final draft to present to the President's Cabinet.

- **Finalize role of committee:** As noted above, our mission is to be champions of accessibility across campus, to be a hub for data and reports to show how the University is exceeding compliance standards, to educate the campus community regarding accessibility, identify any priorities, and be a resource to one another as we address ADA challenges that arise on campus.
- **Meeting Schedule:** Meetings are each semester (Fall/Spring). I would like to receive reports/updates at both, if applicable. Each year, we will have a meeting in September and a meeting in March as permitted.

Chantel Wilson asked about the ADA Committee meeting schedule and if the Committee was in agreement to meet twice a semester, and the Committee agreed.