

## **ADA POLICY ADVISORY COMMITTEE MINUTES**

2:10 p.m. Meeting Begins

2:45 p.m. Meeting Ends

Location: Human Resources Conference Room

### **I. MAY 10, 2012: CALL TO ORDER – Huda Melky**

Called to order at 2:10 p.m.

### **II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Vernon Sheeley, Jennifer Tougas, Jeff Jones, Josh Twardowski, Stephen Rowland, Leyla Zhuhadar, and Cindy Smith.

### **III. APPROVAL OF MINUTES**

Minutes from the April 19, 2012 meeting were reviewed. There will be a correction to the date of the ADA Meeting in Frankfort. It will be changed to May 18, 2012.

### **IV. FACILITIES MANAGEMENT**

A. Josh Twardowski attended the meeting in place of Charles Jones. Josh reported that the drainage issue at the Academic Complex is being addressed. The drainage issue will be repaired after construction is completed in that area.

### **V. PARKING & TRANSPORTATION SERVICES (PTS)**

- A. Stephen Rowland discussed the goal of providing better transit services on campus. Safe Ride Home will operate from 10 p.m. to 2 a.m. on Thursday, Friday, and Saturday. The evening shuttle now includes a route from campus to the square downtown between the hours of 6 p.m. to 10 p.m. This is a combined effort with PTS & the Student Government Association.
- B. PTS is moving forward with the bus purchases. There will be four low floor accessible buses and one low floor ADA van purchased.
- C. The Virginia loop will close for two weeks. Disabled faculty and staff have been notified.
- D. FAC will install a gate behind the building due to people using it for a drop off and pick up area which has been placing pedestrians at risk.

### **VI. SECTION 508 WEB ACCESSIBILITY**

- A. Huda attended a meeting with John Bowers to discuss the accessibility of Blackboard.
- B. Jeff Jones discussed the steps faculty will complete to make their online course accessible. Faculty will sign a contract committing to completing these steps.
- C. Leyla Zhuhadar discussed the process of tracking faculty members who have signed the contract. It was agreed that a spot audit will be an effective method of checking courses to ensure the policy and procedure is working. There will be a statement on the contract stating the faculty member has to be ADA compliant.

- D. Leyla distributed a handout regarding closed captioning and it was discussed at length.
- E. Huda will attend a meeting on May 18, 2012 in Frankfort to discuss the steps WKU is taking to make Blackboard accessible.

**VII. UPDATE ON FACULTY AND STAFF ACCOMMODATIONS**

- A. There was discussion regarding an employee who has chronic migraines.
- B. Huda discussed a situation with a BSA employee who is having asthma attacks due to the scent of chemical fumes.
- C. The committee agreed a representative from Human Resources is needed to serve on the ADA Policy Advisory Committee.

**VIII. UPDATE ON SDS**

- A. Matt Davis was unable to attend the meeting.