

## **ADA POLICY ADVISORY COMMITTEE MINUTES**

2:00 p.m. Meeting Begins

2:45 p.m. Meeting Ends

Location: Academic Affairs Conference Room

### **I. DECEMBER 8, 2011: CALL TO ORDER – Huda Melky**

Called to order at 2:00 p.m.

### **II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Charles Jones, Vernon Sheeley, Jennifer Tougas, Jeff Jones and Cindy Smith.

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

Minutes from the November 10, 2011 meeting were reviewed and approved.

### **IV. FACILITIES MANAGEMENT**

- A.** Charles Jones attempted to investigate the water issue at the Academic Complex, but was unable to locate the area that is retaining water when it rains. Several committee members clarified the location and Charles said he will look into it.
- B.** Jeff Jones reported an issue with water standing in between Thompson Complex and PFT when it rains. Charles will have Josh Twardowski look into the situation.

### **V. STUDENT DISABILITY SERVICES**

- A.** Matt Davis said SDS has been understaffed and he will send out his report at a later date. Matt had no new issues to report.

### **VI. SECTION 508**

- A.** Huda Melky reported that web accessibility and auditing continues to go well. Distance Learning, the Library and Blackboard are the main concerns at this time.
- B.** Huda announced a committee has been formed to look at the policy and work on creating a procedure.
- C.** Gopi Chand Nutakki will establish step by step instructions for Distance Learning to use in making their websites accessible.
- D.** There was discussion regarding Title IX and what that entails.
- E.** George Washington University has given WKU permission to use their policy. A draft has been submitted to Dr. Miller and Deborah Wilkins for their review.

### **VII. PARKING**

- A.** Jennifer Tougas discussed the campus M.A.S.T.E.R. Plan and looking into future needs at WKU.

- B. The music building project should be finished in late January and will add additional parking.
- C. Jennifer reported that wheelchair users are utilizing the ADA Shuttle less.

**VIII. FACULTY AND STAFF ACCOMMODATIONS**

- A. Huda shared with the committee that when she took over the responsibility of faculty and staff accommodations, emails were sent to make employees aware. The majority did not respond or assumed everything was okay. When a Department Head changes, or a new one is hired, they are not being made aware of current situations in the department regarding faculty or staff who need accommodations. Recently, Huda had situations involving an employee with a disability and Huda had no documentation. In one of the reports, Huda stated the Department Head failed to report he had an employee who was disabled and needed accommodations.