

ADA POLICY ADVISORY COMMITTEE MINUTES

2:10 P.M. Meeting Begins

3:20 p.m. Meeting Ends

Location: Academic Affairs Lobby Conference Room

- I. SEPTEMBER 22, 2011: 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, Jeff Jones, Leyla Zhuhadar, Jennifer Tougas, Stephen Rowland, Matt Davis, Richard Miller and Cindy Smith.

- III. APPROVAL OF MINUTES**
Minutes from the April 21, 2011 meeting were reviewed and approved.

- IV. FACILITIES MANAGEMENT UPDATE**
 - A.** Charles Jones was unable to attend the meeting, but forwarded his report pertaining to the sidewalk update completed during the summer. The report was forwarded to committee members for their review.
 - B.** Huda Melky discussed how other accommodations were made during the summer months when the Wetherby Building wasn't accessible due to construction.
 - C.** Jennifer Tougas said the four disability parking spaces behind Grise Hall were open before classes began in August.

- V. UPDATE ON SDS**
 - A.** Due to reorganization, Matt Davis will now report to Lynn Holland and Howard Bailey.
 - B.** Matt distributed information regarding student accommodations and student diagnosis.
 - C.** There was discussion regarding testing accommodations and also videoing of classes for students who miss class.
 - D.** Matt shared, with the committee, information regarding the Smart Pen which is now available at the WKU Store.
 - E.** Matt said there are currently three deaf students. Captionists are being used and currently there hasn't been a need to utilize the interpreters.
 - F.** There was extensive discussion regarding Distance Learning students and their accommodations.

- VI. UPDATE ON SECTION 508**
 - A.** Gopi Nutakki has audited 192 websites which are in compliance.

- B.** There was discussion regarding employees, unfamiliar with the process, who are being assigned to work on the websites. Jeff Jones suggested for these employees to attend one of his classes.
- C.** Huda shared Gopi Nutakki's progress on the virtual lab he is creating for the disabled.

VII. UPDATE ON REQUESTS FOR FACULTY AND STAFF ACCOMODATIONS

- A.** Huda said several Facility Management employees have recently needed accommodations.
- B.** The Human Resources staff attended a webinar on accommodations. Brandon Higgins, Manager, Workers' Comp Program, will send anyone needing accommodations to Huda.
- C.** Huda discussed the policy and reminded the committee that reasonable accommodations have to be met before an employee can have long-term disability.
- D.** Huda discussed the web accessibility process at WKU. Penn State was recently fined because they were not accessible. Distance Learning will need a policy and procedure for documentation purposes. If the university is brought to the Office of Civil Rights, Huda will need this documentation to defend the university.
- E.** Leyla Zhuhadar distributed handouts regarding accessibility compliance at the Office of Distance Learning (Activities, Workshops & Future Plans). She will ask faculty to attend a workshop before their on-line course will be certified.
- F.** Currently, Blackboard is not accessible if a Word document is added.
- G.** Huda Melky and Dr. Miller will schedule a meeting with John Bowers and Bob Owens.
- H.** Huda announced that all institutions must have a Title IX Coordinator. At WKU, Pam Herriford represents the Athletics Department. Huda suggested that WKU should be proactive and assign someone for the rest of the university.
- I.** There was discussion regarding instructors and professors making their content accessible before they teach their course(s).