

ADA POLICY ADVISORY COMMITTEE MINUTES

2:10 p.m. Meeting Begins

3:15 p.m. Meeting Ends

Location: Academic Affairs Lobby Conference Room

I. OCTOBER 21, 2009: CALL TO ORDER - Huda Melky

Called to order at 2:10 p.m.

II. ATTENDANCE - Huda Melky

Those in attendance were Huda Melky, Leyla Zhuhadar, Jeff Jones, Jennifer Tougas, Ellen Bonaguro and Cindy Smith.

III. APPROVAL OF MINUTES

Minutes from the May 7, 2009 were reviewed and approved.

Huda Melky introduced new committee member, Leyla Zhuhadar, who has been appointed by President Ransdell to serve on the ADA Policy Advisory Committee.

Leyla shared with the group some of her duties in Distance Learning:

- a) transcribing units for online faculty
- b) creating software to add closed captioning in audio/video files
- c) fixing departmental websites to comply with ADA Section 508
- d) running workshops in TSONline Center

Huda Melky asked each member of the committee to share with Leyla what their roles were at WKU.

Huda discussed the recent change of David Coffey retiring, and Ellen Bonaguro taking his place. Ellen attended the meeting and was also introduced to the committee as she discussed her role in SDS.

Huda explained that the committee members are appointed by the President and we come together at the meetings to discuss any issues and/or present concerns on campus. This is an open meeting for individuals who would like to attend. If anyone has questions regarding the committee, please make Mrs. Melky aware.

Bob Ware is no longer employed at WKU and John Osborne has asked Charles Harrison to attend future meetings and report for Facilities Management.

IV. UPDATE ON SECTION 508 WEB ACCESSIBILITY

- A. Huda Melky shared with the committee that currently Sudhir is auditing the websites at WKU to make sure they are compliant. It is very important for the web accessibility statement to be on each website.
- B. A handout was distributed to the committee regarding updates on audits across campus.
- C. Jennifer Tougas had several questions regarding her website and it being compliant since updates have been made. Jeff Jones suggested she contact him and he can assist.
- D. Huda Melky said there have been discussions regarding the process of auditing the websites, and changes have been made.
- E. Jeff Jones will be teaching the campus how to send e-mails that have images and alt tags so a person who is sight impaired will be able to read them.

V. PROJECT GOALS (Gaining Online Accessible Learning Through Self-Study)

- A. This is a project that Dr. Burch wants WKU to be involved in. Mrs. Melky has formed a committee to work on this project. Committee members include herself, Jeff Jones, Gordon Johnson, Leyla Zhuhuadar, Rob Wyatt and Eric Wolfe.
- B. WKU will be a test site along with U of L. The CPE is encouraging this project along with the Higher Education Task Force.
- C. A meeting in Louisville was attended by Huda Melky and Leyla Zhuhuadar regarding this project.

VI. REQUEST ACCOMODATIONS FOR FACULTY & STAFF

- A. EEOC has a proposal and we are developing a policy according to their proposal.
- B. We are currently in the process of developing an ADA compliance website that will include the policy, procedure, charts and the steps we are using to make everyone informed.
- C. We would eventually like to be able to educate faculty and staff as to what we have available.

VII. PARKING & TRANSPORTATION

- A. Jennifer Tougas reported the work on ES&T was completed over the summer.
- B. The Academic Complex service drive is open.
- C. The loading and unloading for Thompson Complex Services has been rearranged.
- D. The visitors' shuttle is being used as dual access for disability calls.
- E. WKU's regular transit has several disabled students too.
- F. Tier I and Tier II parking will be discussed at the next meeting.

VIII. STUDENT DISABILITY SERVICES

- A.** Ellen Bonaguro shared with the group that SDS currently has 560 registered students.
- B.** Space to accommodate testing still remains a problem and is being addressed.
- C.** SDS is in need of 2 full-time captionist.
- D.** It was suggested that Ellen contact Rob Wyatt regarding using captionist from his department. There was discussion with Huda and Ellen regarding applicant pool duplications for captionist.
- E.** A Faculty Committee was formed to address appeals for General Education, and substitution for when a student has a learning disability and is unable to take the course.