**ADA POLICY ADVISORY COMMITTEE MEETING**

2:00 p.m. Meeting Began

2:40 p.m. Meeting Ended

Location: Academic Affairs Lobby Conference Room

**I. May 1, 2014: CALL TO ORDER – Huda Melky**

Called to order at 2:00 p.m.

**II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Shaden Melky, Sam Moore, Michael Schilling, Matt Davis, Jeff Jones, Veronica Hazard, Jennifer Tougas, and Cindy Smith.

Matt Davis introduced Veronica Hazard, the new Coordinator of Deaf and Hard of Hearing in Student Disability Services.

**III. FACILITIES MANAGEMENT UPDATE**

**A.** Charles Harrison was unable to attend the meeting; however, he sent his report via email to Cindy Smith which is documented below:

1. There will be some disruption to the regular access for employees who work at Helm Library. They will need to enter through the service entrance this summer while PDC works to replace the roof and DFM upgrades the elevator. Equipment and work trucks may block this entrance.
2. The welding shop will be conducting a campus wide railing check this summer to repair damaged or loose handrails.

**IV. UPDATE ON SDS**

**A.** Matt Davis said he will email the SDS report to committee members.

**B.** Matt reported that SDS is currently experiencing a lot of testing due to finals week.

**C.** Matt shared that this summer SDS will focus on making the accommodation process, regarding writing and sending letters to students, more efficient.

**D.** Huda suggested that SDS work on adding books to CD’s as one of their summer projects.

**E.** Shaden Melky is currently working with a student worker in SDS and training them to use the Kick scanner hardware.

**F.** Michael Schilling shared that he will be working with the MAPS (Making Accessible Possibilities for Students) project. He will meet with offices on campus to determine how they can interact with students during M.A.S.T.E.R. Plan to assist those who may need SDS services.

**G.** Huda shared that she and Matt worked with a student to accommodate his needs so he could complete his externship.

**H.** Matt will be attending the KY AHEAD Conference and State ADA Meeting.

**V. UPDATE ON TRANSPORTATION**

**A.** Jennifer Tougas reported that there were 1079 ADA passenger this semester, with 261 during the month of April.

**B.** Jennifer said they are currently reaching out to individuals who will need disability parking permits in the fall. There was discussion regarding the parking situation WKI will face this fall due to construction.

**C.** Jennifer said they are currently working on accommodating a staff member in Athletics who has parking needs.

**VI. UPDATE FROM JEFF JONES**

**A.** Jeff Jones said he is currently developing an OU demo and tutorials.

**VII. REPORT AND UPDATE ON WEB ACCESSIBILITY**

**A.** Huda reported that Gopi is currently unable to audit websites due to the old version being on XP.

**B.** Huda shared that the University has purchased HiSoftware, that it will be available July 1,2014, and that it will be housed in IT.

**C.** Huda said Gopi and Shaden are currently working on details of the software so that Distance Learning and Library will be able to audit their websites.

**VIII. UPDATE ON ACCESSIBILITY TO ONLINE LIBRARY MATERIALS & DISTANCE LEARNING**

**A.** Shaden reported that Distance Learning met with Anne Honaker and ran sample tests.

**B.** Sam Moore is currently working with Shaden to make Blackboard accessible. Sam was able to assist with some of the complications they are experiencing.

**C.** Huda met with John Bowers, who will communicate with Julie Uranis, regarding reports submitted from Distance Learning to ensure the auditing process is working.

**IX. UPDATE ON REQUEST FOR FACULTY AND STAFF ACCOMMODATIONS**

**A.** Huda reported that she recently worked with a faculty member in the Department of Nursing who needed accommodations.

Huda shared with Michael Schilling and Sam Moore that she would greatly appreciate their returning to the ADA Policy Advisory Committee in the fall.