**ADA POLICY ADVISORY COMMITTEE MEETING**

2:02 p.m. Meeting Began

3:00 p.m. Meeting Ended

Location: Academic Affairs Lobby Conference Room

**I. September 17, 2014: CALL TO ORDER – Huda Melky**

Called to order at 2:02 p.m.

**II. ATTENDANCE – Huda Melky**

Those in attendance were Huda Melky, Julie Uranis, Charles Harrison, Safa Alnjei, Michael Schilling, Matt Davis, Jeff Jones, Richard Miller, Jennifer Tougas, Shaden Melky, Gopi Chand Nutakki, and Cindy Smith.

Huda Melky welcomed new committee members, Julie Uranis the Director of Distance Learning, and Safa Alnjei (a visiting student).

**III. APPROVAL OF MINUTES**

Minutes from the May 1, 2014 meeting were reviewed and approved.

**IV. FACILITIES MANAGEMENT UPDATE**

**A.** Charles Harrison reported that new lighting was installed for the Music and Fine Arts buildings.

 **B.** Charles shared that new experimental lighting will be added to Gordon Wilson Hall.

**C.** Michael Schilling said the lighting between Downing Student Union and the Academic Complex is not very bright at night. Charles said he will check into it.

**V. SARC UPDATE**

**A.** Matt Davis reported that he and Michael are working with the Geographic Information Systems Department to locate accessible entrances, ramps, and curb cuts on campus.

**B.** Matt distributed the Student Diagnosis and Accommodations reports and they were discussed at length.

**C.** Matt shared that SARC has moved to the first floor of the Downing Student Union in room 1074. Positive feedback has been received regarding to the department name being changed to Student Accessibility Resource Center.

**D.** Matt reported that monitors are being installed in the new testing rooms.

**E.** Matt said the SARC website is currently being updated and the Accommodation Form will be available on TopNet in spring 2015.

**VI. PARKING & TRANSPORTATION UPDATE**

 **A.** Jennifer Tougas reported that the elevator and roofing projects around campus caused a few parking issues during the summer.

**B.** Jennifer had a situation with a non-traditional student who was requesting Tier I parking, but another option was found.

**C.** Jennifer reported that the ADA shuttle is busy this semester.

**D.** Jennifer said there has been a net increase of 250 students parking on campus this semester that was not anticipated.

**VII. HISOFTWARE UPDATE**

 **A.** Huda Melky reported that last year a certain number of pages were purchased from HiSoftware as a trial for WKU to test the software. Since then, additional pages have been purchased.

 **B.** Huda said the primary areas of focus for auditing are Web accessibility, Library accessibility, and Distance Learning.

 **C.** Huda said the policy and procedure will need to be changed to accommodate the updates being made.

**VIII. WEB ACCESSIBILITY UPDATE**

 **A.** Gopi Chand Nutakki distributed a WKU OU Campus Websites report and it was discussed at length.

 **B.** Jeff Jones reported that Version 10 of OU Campus will be available this week and training will be available the following week. A new drag and drop technique is available and it will allow users to save without an ALT tag. However, this may cause problems in the future.

 **C.** Gopi is working closely with IT to review codes, and in addition to best practices for contacting the developer when there is an error in the auditing of their website.

**IX. ACCESSBILITY TO ONLINE LIBRARY MATERIALS UPDATE**

 **A.** Shaden Melky reported that during the summer, the library updated their website. A HiSoftware scan was done, some errors were found, and the department is working to correct them.

 **B.** Shaden distributed the updated Library Policy and Procedure to committee members and it was discussed at length.

 **C.** Shaden said that by law, websites at WKU should be 70% compliant.

**X. ACCESSIBILITY TO DISTANCE LEARNING CLASSES UPDATE**

 **A.** Julie Uranis reported that Distance Learning has completed an implementation plan for ADA Compliance.

 **B.** Julie shared that manual checks on courses are being conducted on Blackboard due to incompatibility with HiSoftware. Gopi is currently working with Steven Kirtley to make HiSoftware compatible with Blackboard.

 **C.** Julie said they are conducting early semester checks on courses and asking faculty members and to make their course(s) accessible. There are 500-600 courses, and only 30 are accessible at this point in time.