**ADA POLICY ADVISORY COMMITTEE MEETING**

2:00 P.M. Meeting Began

2:35 P.M. Meeting Ended

Location: Academic Affairs Lobby Conference Room

**I. February 12, 2015: CALL TO ORDER – Richard Miller**

Called to order at 2:00 p.m.

**II. ATTENDANCE – Richard Miller**

Those in attendance were Richard Miller, Stephen Rowland, Matt Davis, Michael Schilling, Denise Cornelius, Jeff Jones, Beth Laves, Josh Twardowski, and Cindy Smith.

**III. APPROVAL OF MINUTES**

Minutes from the December 11, 2014 meeting were reviewed and approved.

Dr. Miller conducted the ADA Policy Advisory Committee Meeting in Huda’s absence.

**IV. FACILITIES MANAGEMENT UPDATE**

**A.** Josh Twardowski reported that the summer sidewalk repair list will be sent out soon.

**B.** Josh said DFM will be checking the automatic door openers at DSU.

**C.** Cindy Smith shared with Josh that Shaden Melky would like for DFM to check the back of Helm Library for accessibility purposes.

**V. STUDENT ACCESSIBILITY RESOURCE CENTER UPDATE**

**A.** The Student Accommodations and SARC data were emailed to committee members for their review and were discussed.

**B.** Matt Davis reported that the MAPS Club (Mastering Accessible Possibilities for Students) would like to be involved in M.A.S.T.E.R. Plan. Also, students who are part of MAPS plan to speak to classes on campus, will be attending ATP, and will be speaking at area high schools.

**C.** Matt said SARC will update their website to assist faculty in how to best accommodate their students.

**D.** Matt and Dr. Miller discussed a student in CHHS who said he didn’t receive accommodations in a timely manner. Matt said the situation was investigated and the student did receive the accommodations in a reasonable amount of time.

**E.** Matt shared that SARC is currently researching how other universities handle accommodations, testing, etc.

**VI. TRANSPORTATION UPDATE**

**A.** Stephen Rowland reported that in the fall 2014 semester, transit services had its highest ridership on record with an increase of 8,000 riders.

**B.** There was discussion regarding if transit services provide students with transportation to doctor appointments, etc. Stephen said at this time the Transportation Department does not transport students to these appointments.

**C.** Michael Schilling asked if the Purple Line route is operational. Stephen reported it is operational on Thursdays, Fridays, and Saturdays from 10:00 p.m. to 2:00 a.m. to transport students to and from downtown.

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

**A.** The OU Campus Audits report was emailed to the committee for their review.

**B.** Dr. Miller said he would defer the discussion of the report to the next meeting.

**VIII. REPORT & UPDATE ON ACCESSIBILITY TO ONLINE LIBRARY MATERIALS**

**A.** The WKU Libraries Database Report was emailed to the committee, and the OU Campus Audits report was distributed at the meeting for review.

**B.** Dr. Miller said he would defer the discussion of the reports to the next meeting.

**IX. REPORT AND UPDATE ON ACCESSIBILITY TO DISTANCE LEARNING CLASSES**

**A.** Julie Uranis is out of the country, and Beth Laves attended the meeting in her absence.

**B.** Beth reported that during the winter term, they had 4 course agreements and 2 passed with no modifications.

**C.** Beth shared that her department did a preliminary run using HiSoftware and they increased from 79% to 87% in compliance.

**D.** Beth reported that money is being saved by transcribing videos in house. Since the beginning of the year, 134 videos and 16 courses have been transcribed.

**E.** Dr. Miller shared with Beth that her department should be prepared to answer questions from SACS (Southern Association of Colleges and Schools) regarding web accessibility. Beth said her department is working hard to make their courses accessible.

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

**A.** Dr. Miller shared that there is no line in the EEO budget to handle the cost of accommodations, and that accommodations are funded by carry forward money.

**B.** Cindy Smith reported she recently ordered an ergonomic chair for an employee who has back issues. Denise Cornelius asked if we are aware that Brandon Higgins can assist with ordering a chair from Happy’s if we need his assistance.