Attendees: Jill Atkinson, Michael Bakker, Melissa Barnard, Betsy Brownfield, Stacy Burton, Allison Bussa, Huapei Chen, Melisa Choroszy, Mary Anne Christensen, Joe Cline, Ben Gallagher, Mary Heid, Ed Huffman, Tina Lundstrom, Sheri Mendez, Kevin Murphy, Robert Newbury, Sohei Okamoto, Michelle Rachal, Pat Ragains, Kathy Ray, Lisa Saichompoo, Brandon Stewart, Mary Zabel

Presentation by Sohei Okamoto
Sohei demonstrated immerseRead, a free open-source speech synthesis application he developed.

Sub-Committee Progress Updates
Accessibility Policy and Procedures, Melisa Choroszy, Chair
The Electronic and Information Technology Policy (7007) was submitted to the Faculty Senate for feedback and has been submitted for inclusion in the Administrative Manual. The next step is to send for Provost and Presidential approval.

Appeal Procedure, Chair: Mary Zabel
The procedure has been incorporated into the Equal Opportunity and Title IX, DRC and Accessibility websites.

Procurement Procedures, Chair: Mary Anne Christensen
Sheri Mendez was a guest in attendance at this meeting to give her input to the draft procedures. Specific suggestions included removing the request for payment and P-card language from the first paragraph of the Procurement draft because these arrive in the Controller’s office after the purchase has been made and removing the audit requirement from the Controller’s office.

Accessibility Training, Chair: Ben Gallagher
The committee is currently addressing what will be required and what will be optional training. The LMS and the CMS can be required.

Student Survey, Chair: Mary Zabel
Survey questions will be presented at the next full meeting, March 30th, and the questions will be incorporated into the current assistive technology satisfaction survey that will be delivered in April or May.

Accessibility Audit, Chair: Kevin Murphy
Audit policy and procedures are dependent upon other subcommittees submitting policy statements.

Library Services and Library Website, Chair: Kathy Ray
VPATs have been secured for eight of our most used online services; The DRC examined the platforms and is providing the Library with their findings. We are currently analyzing in house and communicating with vendors; the degree and intensity of library involvement is unclear right now. Current priority is to verify those services that effect the most students first and expand to less used services from there. There are about two dozen EBSCO databases; most students and faculty retrieve content from those.

IT has collected some VPATs and has verified that some are not compliant. In some cases the vendors have provided development roadmaps for improvement.

**Websites, Chair: Brandon Stewart**
All websites will meet the identified standards. The committee recommends that all colleges and divisions have a web point person.

**Classrooms, Chair: Ed Huffman**
Non-centrally scheduled classrooms and computer labs, such as science labs, were discussed with no resolution.

**General Discussion**
“Policy, Penalty, Process.” This concept emerged as useful language for the EIT Plan.

Misleading and inconsistent language in the draft plan refers to an, “Accessibility Officer,” or similar person or committee. There is no such entity and the references will be replaced.

Non-instructional materials, videos and TV screens around campus and in student organizations were noted to exist and have not been addressed in this policy.

**Next Meeting – March 30, 2015. 3-5pm. JCSU 423.**