Attendees: Sommer Atchley, Jill Atkinson, Melissa Barnard, Molly Beaufre, Betsy Brownfield, Allison Bussa, Shane Carter, Melissa Choroszy, Angela Diaz, Ben Gallagher, Mary Heid, Ed Huffman, Darrin McCarthy, Kevin Murphy, Robert Newbury, Pat Ragains, Brandon Stewart, Heather Turk, Tracy Williams, Mary Zabel

Presentation by Darrin McCarthy
Darrin demonstrated Read&Write, a “discreet, customizable toolbar that integrates reading, writing, studying, and research support tools with common applications.” Implementation cost is estimated at $15,000 with annual renewal costs estimated at $7,000. UNR has been offered a one-year complimentary license from the vendor, TextHelp. All were invited to a vendor webinar of Read&Write on Thursday, April 2nd. (JCSU room 320 at 10am.)

Another product, CommonLook, offers tools to measure (Clarity) and remediate accessibility compliance of electronic documents. DocSoft AV is a “software and hardware solution designed to audio mine (capture) the spoken content in digital audio and video (AV) files [and] can be used to automatically generate text transcripts and closed captioning.” DocSoft is in use at George Mason University and is being implemented at TMCC.

Recent Events
The Electronic and Information Technology Policy (7,007) has been published in the University Administrative Manual

Accessibility Review for software purchases – The DRC has had an influx of requests for software accessibility review that is overtaxing their resources. Mary Zabel will draft a recommendation for a committee structure to alleviate this demand. A rubric will be created to guide the purchaser to determine the necessary documents, questions, timeline and criteria for review and purchase of EIT.

Sub-Committee Progress Updates
Accessibility Policy and Procedures, Chair: Melisa Choroszy
See recent events above regarding EIT Policy.

Appeal Procedure, Chair: Mary Zabel
The procedure is complete and has been incorporated into the Equal Opportunity and Title IX, DRC and Accessibility websites.
Procurement Procedures, Chair: Mary Anne Christensen
Darrin McCarthy walked the committee through the EIT Purchasing Request diagram (attached). Edits were suggested to include cost limits that require this process and reordering some items.

Accessibility Training, Chair: Ben Gallagher
The committee continues to define and develop its recommendations. The scope and availability of training should be determined from the criteria in the rest of the policy. A course on the LMS with pre-recorded videos and tutorials was suggested.

Coordinator, Mary Heid
An invitation to NevadaBox has been sent to each Committee member. Committee materials that are not appropriate for the public website will be stored and shared on Box. Training can be found in the Box help file and workshops are provided by IT. IT is also available to come to our group and give us a training if we request.

Student Survey, Chair: Mary Zabel
Survey questions will be emailed to Committee members for their input and the questions will be incorporated into the current satisfaction survey that is delivered in April/May.

Accessibility Audit, Chair: Kevin Murphy
The Audit policy is near completion with an initial audit expected to be complete within two years of policy adoption. Each subcommittee will provide specific recommendations to audit their section.

Library Services and Library Website, Chair: Kathy Ray
Pat Ragains provided report. Library policy is complete; no specific updates to share.

Websites, Chair: Brandon Stewart
Policy is complete. Waiting now on official acceptance of the policy before proceeding with requests to the divisions for website registries. Also mentioned at the meeting, the committee must meet to talk about inclusion of non-instructional mobile apps.

Classrooms and Instructional Materials, Chair: Ed Huffman
Progress is being made on both the Classroom and Instructional Materials sections. Discussion of an EIT Plan for mobile apps has come up. It was decided that the Instructional Materials subcommittee will address mobile apps used in the curriculum and the Websites subcommittee will address other mobile apps.

Next Steps
The subcommittees will finalize their policy and procedure recommendations. The Coordinator will work with the subcommittees to create a formal EIT Plan Committee Progress Report prior to the next meeting.

Next Meeting – June 10, 2015. 3-5pm. JCSU 423.