Present: Sommer Atchley, Jill Atkinson, Michael Bakker, Melissa Barnard, Molly Beaupre, Betsy Brownfield, Allison Bussa, Huapei Chen, Melisa Choroszy, Joe Cline, Ana Fittrer, Ben Gallagher, Mary Heid, Ed Huffman, Tina Lundstrom, Kevin Murphy, Robert Newbury, Michelle Rachal, Pat Ragains, Jeff Springer, Brandon Stewart, Mary Zabel

Sub-Committee Progress Updates

1) Accessibility Policy and Procedures, Melisa Choroszy, Chair
   - EIT Accessibility Policy has been submitted for inclusion in the administrative manual.
   - Outreach to faculty has begun and is ongoing.

2) Appeal Procedure, Chair: Mary Zabel
   - Appeals procedure is being incorporated into the existing appeal process.

3) Procurement Procedures, Chair: Maryanne Christensen
   - Researched MN and CA policies
   - University leaders need to stand behind the policy
   - Questions arose
   - Where is the Purchasing Card and reimbursement accessibility language?
   - Will we have a central storage for VPATs?
   - Will there be a timeline established for review of VPATs?

4) Accessibility Training
   - Web training is ongoing
   - Discussed optional vs. required training
   - Question: Who will coordinate training?

5) EIT Coordinator, Melisa Choroszy
   - Mary Heid has been hired as the Coordinator of Assistive Technology for Enrollment Services. Mary will meet with each sub-committee over the next two months to coordinate and help facilitate. The sub-committees will further develop the EIT Plan, define goals, timelines and recommendations.

6) Student Survey, Chair: Mary Zabel
   - Survey questions are being drafted for inclusion into the existing student survey and will be disseminated in December, 2014.
7) Accessibility Audit, Chair: Kevin Murphy
Questions arose:
- What exactly should be audited?
- Who owns the audit?
- What is the scope of this policy? Classroom and instructional? Parking meters?
- What is the timeline?
- Should we do a baseline audit?
- Will resources be allocated?

8) Library Services and Library Website, Chair: Kathy Ray
- Audits have begun. The following sites are 100% compliant with Section 508.
  - Knowledge Center Homepage [http://knowledgecenter.unr.edu/](http://knowledgecenter.unr.edu/)
  - DeLaMare Homepage [http://www.delamare.unr.edu/](http://www.delamare.unr.edu/)
  - Special Collections Homepage [http://knowledgecenter.unr.edu/specoll/](http://knowledgecenter.unr.edu/specoll/)
  - Basque Library Homepage [http://devkc.unr.edu/basquelibrary/](http://devkc.unr.edu/basquelibrary/)
  - Digital Collections Homepage [http://devkc.unr.edu/digital_collections/](http://devkc.unr.edu/digital_collections/)
- TLTs portion of the website is tested and compliant.
- Webmaster is reviewing library website.
- Review of licensed 3rd party services is next.
- Ready to work with DRC to test VPATs.

9) Websites, Chair: Brandon Stewart
- Revised sub-plan as follows:
  “The University shall identify a strategy to ensure that webpages that provide essential student functions are accessible according to WCAG 2.0 Level AA standard. This includes, but is not limited to, academic webpages, student services webpages and others essential to degree completion and student enrollment.”
- WebCampus (LMS) needs its own sub-plan. Brandon and Ed will lead.

10) Classrooms, Chair: Ed Huffman
- Committee requests a DRC representative to be added.
- TLT labs/smart classrooms are compliant or will be as they are updated.
- Questions/Concerns
  - Funding
    - Departmentally managed labs and classrooms
- Video content.
  Needs its own sub-plan.
  Recommending a date that new content must be compliant forward.

11) Funding Sub-Committee
- Membership will include Melisa, Pei, Shannon, Stacy, Joe.
New/Current Items Discussion

1) Accessibility for Web Design Workshops
Survey results will be reviewed and a decision will be made about the continuance.

2) EIT Policy
The EIT Policy is concerned with student facing instruction. The focus of this group is to comply with the law, provide useful material that is simple, straight forward and helpful and shall be a good faith effort to meet the students with disabilities’ needs.

3) Video Captioning
DRC has been captioning a specific class using Zen Captions at a rate of $1/minute. Zen Captions has a 24-hour turnaround. TLT uses 3Play media which offers captioning at a rate of approximately $2.50/minute with no contract. It interfaces with our video server Kaltura which is integrated into our LMS (WebCampus).

Next Meeting

The next meeting will be held in January, 2015; Date and time to be determined
- Recommendations from sub-committees
- Feasibility of recommendations
- Sub-committee structure - combine or add new