Electronic Information Technology and OCR Compliance Committee
Software Review Subcommittee
University of Nevada, Reno
Meeting Minutes
January 21, 2016, 11:00 am – 12:30 pm, MIKC 402

Attendees:

Michael Ausbun, Mary Anne Christensen, Kara Cleveland, Mary Heid, Darrin McCarthy, Jeanine Mooers, Kevin Murphy, Mary Zabel

General Discussion

Software Testing
The committee continues to work on developing written testing procedures so that we have consistency among testers and among products tested and will allow for us to expand the pool of available testers beyond the staff of the DRC in the future. Testers will document their processes and the standards/tools used for discussion at our next meeting and to share with the Tools and Standards subcommittee for input.

The committee discussed the possibility of outsourcing software testing to a third party professional in the event that the volume of requests becomes unsustainable.

Review Processes
The online EIT Software Review Request form has been used for a month and the process is getting refined each time. The form will go directly to a subgroup of committee members (Mary Anne Christensen, Darrin McCarthy, Mary Zabel, Kara Cleveland, and Mary Heid. Mary Anne will triage the requests and assign to User Experience and Programmatic Testers. Results will come back to the committee (via Mary Heid) who will forward the results to the original requestor and General Counsel’s office if required. Mary will document this process for further discussion at our next meeting and to share with the Tools and Standards subcommittee for input.

VPAT Review
We discussed the possibility of this subcommittee doing the preliminary VPAT review to allow the DRC to focus their resources on software testing. Darrin McCarthy will give a VPAT Review training at our February meeting. Mary will distribute a “Guide to VPATs” and an example VPAT prior to the next meeting.

Next Meeting
Thursday, February 25, 2016. 11am – 12:30pm MIKC 404.