Electronic Information Technology and OCR Compliance Committee
University of Nevada, Reno
Meeting Minutes
November 19, 2015, 3:00 – 5:00 pm, JCSU Room 320

Attendees:
Sommer Atchley, Michael Ausbun, Jill Atkinson, Melissa Barnard, Allison Bussa, Melissa Choroszy, Mary Anne Christensen, Deaon Clausell, Kara Cleveland, Kelsea Duffrin, Ben Gallagher, William Grussenmeyer, Ed Huffman, Raymond Lee, Michael Leverington, Tina Lundstrom (Hill), Darrin McCarthy, George McKinlay, Jeanine Moores, Kevin Murphy, Pat Ragains, Kathy Ray, Steve Smith, Mary Zabel

Accessibility Website
Overview of Accessibility website progress. Front page contains vision and mission. Faculty and staff tab contains links to training materials and step-by-step instructions on how to make materials accessible. Policy and procedures includes a breakdown of each subcommittee’s progress. A discussion occurred regarding use of third party vendors and accessibility requirements. Overall, it is unacceptable to not have systems/items accessible. We have the responsibility as an institution to ensure accessibility and provide an accessible alternative if the original option is not accessible.

Developing Funding Model
Survey, Kelsea Duffrin
The Faculty Instructional Materials survey was sent to five large departments selected by the provost. We received 28 responses from three departments in a variety of course types. A little over 50% of the courses indicated they use WebCampus as their LMS, while other courses used faculty websites, MyMathLab, WebAssign, and Mastering Biology as their LMS. Under 40% were familiar with making graphs/charts accessible. When analyzing the electronic documents used, it was found that 96% use PDFs, 39% use Word, 50% use PowerPoint, and 4% use Excel. With regards to captioning, 40% of the courses use videos and of that 40%, only 27% had captioning on all of their videos. The library has found that faculty are willing to caption, but they do not have the means and do not know where to go to find the resources. Melisa will be meeting with the Provost in a couple weeks to address the issue, but we need to determine how to turn this into a funding model and make faculty more aware. A concern was brought up regarding the small number of submissions, and it was determined that it may be necessary to send out the survey to more departments in order to receive more concrete, representative, reliable data. Finally, a discussion occurred regarding accessibility at the NSHE level. DRC sent
out a survey to all NSHE institutions in an attempt to get a baseline for where the other institutions stand. The Student Affairs Council, which will be meeting in a few weeks, has taken this on as an initiative and will be evaluating all DRCs NSHE wide in an attempt to share resources and collaborate.

TLT, Ed Huffman
Lecture capture captioning costs were presented by Ed. In the spring, we will have four lecture capture capable rooms, and the Med School also has a few. Classrooms typically have around 8 classes a day, about 4 days a week on average. The average length of class is 75 minutes. If every class was captured in this classroom for an entire semester and 3Play was used for the captioning at a rate of about $2 per minute, this would cost around $76,800 per semester. This is just for a room outfitted with a lecture capture system. It is safe to assume that only a fraction of the instructors will want to use this technology or even use it every class, but if we reduce usage to 50% it is still $38,400 per semester per room. TMCC uses Docsoft to process their lecture capture and student workers to make edits to the Docsoft captioning. This may be a more cost effective strategy, but how would it work at UNR? What department would this fall under? Instead of Docsoft, we can license a similar product from Kaltura which would streamline captioning for other video content. We would still need to use student workers for editing in this scenario. The Kaltura product would be less expensive than the Docsoft scenario.

Sub-Committee Progress Updates

Audit, Kevin Murphy
The Audit sub-committee is currently focused on two main tasks. The first is trying to identify and prioritize everything that needs to be audited, including things such as websites, classrooms, instructional materials, and other public and student facing materials and applications. In addition, the committee is working on creating accessibility checklists for faculty members and department managers and assistants. The committee also reported that when assessing the WolfWeb sites, they found approximately 1,500 inactive sites, which were deleted. Furthermore, they reported that the remaining active WolfWeb sites had been added to SiteImprove to be audited.

Policy and Procedures, Melisa Choroszy
Melisa presented the EIT Committee’s progress at the Associate Dean’s meeting and discussed universal access and procedures. She also presented at the Staff Network Meeting and made everyone aware of the VPAT requirement. Overall, the staff were very receptive and responsive.

Appeals, Mary Zabel
No appeals have been filed in terms of technology and there were no further updates.
Procurement, Mary Anne Christensen
The procurement policy is up online and the committee has decided to send certain testing results to General Counsel. Those include results that indicate a product is inaccessible and those results where the purchase meets the criteria to require a contract.

Software Testing, Mary Anne Christensen
The Software Testing sub-committee has broadened the group members in order to receive more assistance and will continue to broaden the group. The committee agreed to establish written testing procedures in a template format so that there is consistency among testers and among products tested. Once a process is in place, it will allow for us to expand the pool of available testers beyond the staff of the DRC in the future. The committee will train people to use Jaws, which is the standard at the University. A discussion occurred regarding the use of Jaws and it not being the most widely used, along with the user’s choice being a must under ADA laws. A suggestion was given to not restrict testing tools and to include mobile devices in the testing platform. It was mentioned that it is important for the University to only recommend systems that work, and currently mobile devices do not fall under that spectrum. A decision was made to move the discussion to a smaller group in order to solve the problems faced with a new sub-committee called the Tools and Standards Sub-Committee.

Training, Ben Gallagher
The Training sub-committee is looking at the best method to train everyone. Nothing is currently in progress at the moment, but the committee is working on setting goals for the year and will also be compiling web trainings in the near future.

Student Survey, Mary Zabel
The Student Survey, which contains fifteen questions regarding EIT, is completed every semester. The Spring Semester survey results included very few complaints. The results will be published.

Library, Kathy Ray
The Library sub-committee did most of its work early on, but they are continuing to work on gathering VPAT’s for the library’s hundreds of databases, which is an on-going long-term process.

Websites, Deaon Clausell
The Website sub-committee is working on compiling a list of all websites on the CMS, WolfWeb, departmental sites, etc. Once they have the complete list, they will do some analysis on it to determine the next steps to take. A question was raised asking if the ultimate goal was to get everyone on the CMS. It was determined this is not the goal yet. In order for that to happen,
more funding and resources are needed. The sub-committee also reported the Marketing and Communications department will be purchasing the PDF check for site improve.

Classrooms and Instructional Materials, Ed Huffman
The sub-committee reported they are trying to figure out compliance dates from professors. In addition, a discussion occurred regarding the NevadaApp, which is an application for mobile devices that thousands of students have downloaded and is recommended from ASUN. The app connected to WebCampus at one point and ASUN is requesting to get WebCampus as part of the app again. The issue is that WebCampus is not accessible and has security issues on this format and was therefore turned off due to inaccessibility. There is no VPAT for the app and it is not required for students.

Other Issues/Updates
The accessibility features for the Application for Admission through ApplyNevada have been turned on. In addition, there is a module in MyNevada that has accessibility options that users can enable. This feature will be turned on in the near future.

A reminder was given regarding the DRC Accessibility Brown Bags. There are two remaining in the semester, the first on November 20th and the last on December 2nd.

Finally, a question was raised regarding who has the authority to shut down websites not in compliance with accessibility. Melisa assigned Deaon and Kevin to draft up a policy to later present to the provost.

Next Meeting – February 3rd, 2016 at 3 pm – Location: JCSU 320