Electronic Information Technology and OCR Compliance Committee  
University of Nevada, Reno  
Meeting Minutes  
September 3, 2015, 3:00 – 5:00 pm, JCSU Room 323

Attendees:
Sommer Atchley, Jill Atkinson, Melissa Barnard, Molly Beaupre, Stacy Burton, Melisa Choroszy, Mary Anne Christensen, Kara Cleveland, Joe Cline, Kelsea Duffrin, Ben Gallagher, Greg Gardella, Mary Heid, Ed Huffman, Deacon Kolbet-Clausell, Raymond Lee, Darrin McCarthy, George McKinlay, Kevin Murphy, Sohei Okamoto, Michelle Rachal, Pat Ragains, Jeff Springer, Reg Steward, Heather Turk, Thomas White, Mary Zabel

Announcements, Melisa Choroszy
Reg Stewart (rstewart@unr.edu) is the new Director of Assistive Technology. Kelsea Duffrin is the new Graduate Research Assistant in Admissions and Records and will be helping to lead our self-audit process.

WCET Webinars: Three free webcasts are available during the month of September. All committee members are encouraged to participate. Link to WICHE website to register for the webcasts http://wcet.wiche.edu/

Sub-Committee Update: Please update committee member list and email changes to Mary Heid (mheid@unr.edu) and Kelsea Duffrin (kduffrin@unr.edu).

Cost Committee Update: One department chair estimated a cost of $300-$500 per course for captioning. Reg will be drafting a departmental survey to help determine priorities for funding, feasibility, and cost estimate. Suggestions were given to share information with others about reusing accessible materials (TLT). The library will work on purchasing commercially available materials.

The DRC Brown Bag Training Flyer with upcoming training dates was distributed.

Sub Committee Updates

Policy and Procedures, Melisa Choroszy
The EIT Policy has been added to the administrative manual, and the Procurement Policy is on its way to Faculty Senate. Purchasing, Controllers, and Legal have all reviewed the policy. Currently, we are awaiting comments back from Faculty Senate Review. Going forward, we will
work through education to enforce the policy; however, resources for enforcement do not currently exist. In addition, testing of VPATs are in progress, but we need to broaden the base of available testers. Comments/changes to policy can be sent to Reg (rstewart@unr.edu) or Kelsea (kduffrin@unr.edu).

Appeals, Mary Zabel
The Appeal Policy is complete and in place. It has been posted on the DRC and Title IX websites. The policy will be added to the Accessibility Site.

Procurement Testing, Mary Anne Christensen
The DRC is extensively testing software programs. Requests to review software are plentiful (with around three to five new requests each week) and the DRC cannot review all requests as fast as they are coming in. A solution would be to have NSHE act as a repository for testing. All of the software that has been tested has had accessibility issues and none have passed the review. The DRC is testing a niche market, which could be the reason for this. In addition, a discussion occurred about mobile devices. More and more young users are utilizing mobile devices. The ultimate goal is for universal accessibility across all platforms.

Coordinator, Mary Heid
Mary Heid has been working on ensuring PeopleSoft accessibility and activating the accessibility features in MyNevada. The accessibility features are currently in the testing phase, but they should go live to students very soon.

Student Survey, Mary Zabel
The Student Survey is completed every semester. The Spring Semester survey results included very few complaints. The results will be published.

Audit, Kevin Murphy/Kelsea Duffrin
Kevin and Kelsea will be leading the self-audit initiative. Good resources to utilize for our self-audit include the University of Montana and California State University – Los Angeles audits. Another suggestion is to tap into the entire Cal State system accessibility information and to utilize CATs.

Websites, Ben Gallagher
Auditing of global websites is currently in progress. In addition, more training will take place this Fall to ensure people are aware of the accessibility requirements.

Classrooms, Ed Huffman
VCRs have been pulled out of all classrooms.
Instructional Materials, Ed Huffman

Instructional materials trainings are in progress and an informational captioning page has been added to the TLT website at http://teaching.unr.edu. The link to this information will be added to the Accessibility website. Clicker discussion: TLT supports one type of clicker, but there are others out there. In response, UTC has been asked to create a task force to look at clickers as a whole and the bookstore is involved in those discussions. Finally, Read & Write Gold has been implemented in all instructional classrooms on campus.

Additional Discussions

Molly Beaupre has been working on making all A&R forms accessible. She will work on creating guidelines for accessible forms for other departments.

Communication to Faculty: If faculty ask questions relating to our accessibility initiative, tell them the policy is published in the administrative manual and to try to do as much as they can, as soon as they can. If they have monetary concerns, have them direct these concerns to their department chair and Dean, who will then voice these concerns to the Provost.

Next Meeting – November 19th, 2015 at 3 pm – Location: JCSU 320
Will work with Mary Zabel on inviting students with disabilities to our next meeting.