Electronic Information Technology and OCR Compliance Committee
Software Review Subcommittee
University of Nevada, Reno
Meeting Minutes
November 16, 2015, 10:30 am – 11:30 pm, MIKC 402

Attendees:
Sommer Atchley, Michael Ausbun, Mary Anne Christensen, Mary Heid, Darrin McCarthy, Jeanine Mooers

General Discussion

Software Review Request Web Form – An online EIT Software Review Request form has been created to gather requests and documentation and funnel them through this committee to alleviate some of the burden on the DRC and to help establish a feedback mechanism for the purchase requestor. The committee discussed changes to the drafted form. Mary Heid will make the edits and the form will be published shortly for consumption. We established a process for the next few months and will document and evaluate the process at our next meeting. The process, in brief; forms will come to the committee, DRC will perform the testing, the committee will inform the requestor of the results, the requestor will work with the vendor. DRC will consult as necessary. If the purchase requires a contract or the testing results indicate that the software is inaccessible, the committee will additionally inform the General Counsel's office of the testing results.

Testing Standards and Documentation – The committee agreed to establish written testing procedures so that we have 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. DRC will draft this documentation for discussion at our next meeting.

Next Meeting