CAP Meeting Minutes
September 4, 2013
115 Sneden
2:00pm – 3:30pm

CAP – Creating an Accessible Campus for All

Present: Kathy Keating, Bill Faber, Dominic Dorsey, Paula Sullivan, Jeff Kissinger, Deb Sanders, Meeghan Willi, Klaas Kwant, Sarah Rose, MaryBeth Beighley, John Cowles, Tom Smith.

Absent: Ric Underhile, Danelle Sedore

1) Feedback from Strategic Leadership Team Executive Committee
   • The CAP update report was turned in the SLT Exec
   • There were a few questions from SLT Exec that are being addressed
   • The report will be resubmitted with additional information that was missing
     ▪ SSC doors done
     ▪ Railings installed in pool area
     ▪ FT Captioning position funded

2) Update on October OCR Complaint – Resolution Agreement
   • Submitted all required information to OCR by due date
   • Waiting for OCR to get us feedback on training materials and the technology audits/improvements

3) Review of Action Projects
   o Being updated by Sarah Rose for the Culture Team and Ric Underhile for Capacity plans for the upcoming year
   o Report can be scaled back to focus on specific goals that are measurable and will be completed this year

4) Goal is to create an Office of Accessibility which would allow us to retire the CAP at the end of 2013-2014 and imbed the work within responsible offices

5) Sub-Committee Reporting

Technology –
   • Compliance Sheriff is installed and Jeff has been trained on using
   • Requests for VPATs aren’t being returned
   • If VPATs aren’t returned we can’t buy the software but we need software
   • Until other schools are doing this as well, the vendors aren’t going to be compliant or motivated to fill out VPAT
   • We need software to be:
     1. Reader accessible
2. Keyboard accessible
3. Video needs to be captioned
   - GRCC can test internally with a contingency position reporting to Dominic
   - Jeff and Dominic to fill out PAF and seek person for this position

**Culture** –
- Team will be consist of Sarah Rose, Paula Sullivan, MB Beighley, and Dominic Dorsey
- Team will create a task force which will serve as an advisory board of accessibility advocates
- Team will look at areas on campus where improvements are needed and get involved in an advisor capacity
- Using a DART (Disability Access Response Tool), the college will be put on notice by students or employees of an accessibility issue

**Capacity** –
- Jeremy (CTE) has offered 19 training opportunities since the first of the year
- 583 employee have attended at least one (but usually more than one) of the trainings offered
- Videos are available that training on making syllabus template uniform
- Videos found at youtube.com/grcc – Cheryl Koets
- These will be linked to the new website for Accessibility that is going to be managed by Dominic

**Physical Environment** –
- Elevator controls are going to be done in Main and Cook summer of 2014
- CPPB elevator controls are updated for accessibility
- Team will work on Facilities evaluation of accessibility campus wide – will survey physical environment needs

**Next Meeting/Steps for October Meeting**
- Technology
  - Jeff and Dominic will work to propose solutions to the VPAT issue
  - Will bring ideas to meeting
  - Will update on contingency position to test accessibility of software
- Culture
  - Sarah will update the action plan document – goals for culture
- Physical Environment
  - Tom, Donna, Kathy and Dominic will meet to work on survey of physical environment needs
- Capacity
  - Ric to update action plan document - goals for capacity