EIR Accessibility Committee
Meeting Minutes
Tuesday, September 20, 2016
2:00pm | RSC Innovations A

Committee Members:
Attending: Christopher Hensley, Kari Albarado, Petra Strassberg, Rebecca Tuerk, Edward Romero, Chester Robinson, Beth Jones, Kit Blount, William Masten, Elva Resendez, David Hurley, Robert Wolfe, Adam Northam, Lanee Dunlap, Amanda Brown, Bert White, Jacinta Dyck, Quentin Thomas, Rasheda Shaffer

Not Attending:
Tim Murphy, Bethany Ferrall, Tina Boitnott, Sean Anderson, Paul Bryan, Katy King

Tasks
- GOALS Survey: due October 30 (try to complete by October 10)
- Volunteer for a Sub Group Chair-ship and committee service (please “reply all” to Lydia’s email when volunteering)
- Review Sub Group bulleted items and prepare action plan

Upcoming Meetings
- Tuesday, November 15, 2016 @ 2pm in RSC Innovation A
- Tuesday, February 14, 2017 @ 2pm in RSC Innovation A
- Wednesday, June 13, 2017 (time and location TBD)

Minutes
1. Member welcome and introductions
2. Assistive Technology Lab
   a. Will be located in the Library
   b. Multi-department collaboration
   c. Various tools available for use by instructors and students (particularly SPED)
3. GOALS Survey
   a. 4 Indicators due October 30th (try to complete by October 10th)
   b. Results due to VPBA by October 31st
4. SiteImprove
   a. Uses for quality assurance of departmental webpages
   b. If you would like to receive weekly reports of department website and do not have access, contact Lydia
5. Learning Management System (LMS)
   a. Lydia is on committee to select new LMS to replace eCollege
   b. Currently, there are 3 RFP’s being evaluated (Blackboard, D2L, and Canvas)
   c. For more information, visit the Project Nova webpage: http://www.tamuc.edu/facultyStaffServices/centerForFacultyExcellenceAndInnovation/LMS/default.aspx
6. Images in Outlook
   a. Do not rely on images
   b. Type all text in the body of the email
7. EIR Accessibility Sub Groups
   a. Web Accessibility Training
b. Accessibility Web Site

c. Web Accessibility Review & Implementation (WARI)

d. Captioning

e. Assistive & Adaptive Technology

f. Accessible Instructional Materials

g. Accessible Online Learning

h. Procurement of Accessible Software/Hardware

i. University Libraries Accessibility

j. Faculty Support for Accessibility

8. Accessibility Metrics

a. EIR Accessibility Training
   i. Every 2 years training is required by all faculty and staff
   ii. Continuous review to keep the course fresh

b. Word, PowerPoint, PDF Accessibility
   i. Available to University community to help in creating accessible documents
   ii. Committee will vet for accuracy, readability, etc.

c. Developer Training
   i. Occurred in May 2016
   ii. Web AIM – every 2 years

d. Project Manager Training (CITE)
   i. September 2016
   ii. Train managers to include accessibility considerations from start to finish of all projects

e. Procurement Staff Training
   i. Last training in 2014
   ii. Will be every 2 years
   iii. Include accessibility language in RFP’s
   iv. Software may not be purchased on ProCard’s due to policy, CITE’s accessibility, compatibility and user considerations

f. Web Video Captioning
   i. All videos uploaded to the web must be captioned
   ii. MarComm and CFEI can assist
   iii. Web captioning services may be purchased
   iv. YouTube has automatic captioning, but it is not always accurate

g. Compliant Web Documents (image to text)
   i. CFEI – Adobe DC
   ii. Student Disability Services – Abbey software
   iii. Adobe Acrobat Pro

h. Accessible Applications (CITE)

i. Accessibility Exceptions
   i. All exceptions must be routed for approval through EIR Officer, CIO, and President
   ii. We currently have none