ATI Meeting Minutes
September 20, 2010
1:30 p.m. in PL-002

Attendees: Lorraine Frost, Jenny Zorn, Frank Rincon, Spencer Freund, Michael Casadonte, Rosa Padilla, Eva Sorrell, Shari Williams-Hector, Mike Ross, Jim Monaghan

Meeting Started at 1:30 p.m.

1. **Priority Team Status**

   Lorraine shared that self-assessment reports are due to the Chancellor's Office in November, and she feels the campus is on target to meet this deadline. There have been some minor changes to the template.

   ACTION ITEM: Chairs of Sub-Committees, please go to the ATI Moodle site and download the latest templates. Open to the public, no password necessary.

   a. **Webpage Accessibility**

      - Rosa has sent a draft report to Mike Ross. She shared that evaluations of sites have not started due to technical problems with Compliance Sheriff. She also said that the Chancellor's Office is going to be asking 10-15 new compliance questions for the next Section 508 Guideline regulations coming out in the Fall. Training will be necessary for the campus Web Masters/Content Editors, but she feels if the campus can comply with the 10-15 new regulations it will be in good shape.

   ACTION ITEM: Rosa will bring the Chancellor's Office finalized list of compliance questions to the next meeting.

      - Spencer brought up an issue that H/R is looking into regarding use of the name "web master" and possible Unit 7 grievances that they are working out of their class. It was decided that "Content Editor" was more appropriate in most cases and it was agreed that the title Web Master will be reserved only for those manipulating code and doing more technical work on the web sites to alleviate the potential grievances.

      - Rosa brought up a concern over delays with a PDC requisition and ADA compliance with a vendor's website. Lorraine took action to send the needed VPAT information to the vendor a couple weeks ago and thought the matter had been resolved with Purchasing. It was suggested by Dr. Rincon that Kathy Hansen be on the steering committee, and act as Chair of the Purchasing sub-committee.

ACTION ITEM: Lorraine will meet with Kathy Hansen to discuss the process of how to handle similar types of vendor non-compliance, and determine how to resolve the issue.

- Lorraine said she is has talked with 6 or 7 other CSUs about compliance deficiencies with Follett and is compiling our list to forward to the Chancellor's Office to seek resolution at the system level.

- Eva said suggested that the communication to departments regarding the need to conduct accessibility evaluations needs to happen sooner with regardsin reference to renewals of their software.

- Lorraine feels that an overview of the Procurement process would be a good topic for the President's Leadership Council, as would looking at ways to fund Rosa's position..

b. **Instructional Materials**

- Re: Late book orders, Jenny said she spoke to the faculty at the meeting this morning and stressed the importance of communicating with the Bookstore, and asked that Shari keep her apprised of who the late faculty are courses with late book orders so she can follow up with them.

- Jim Monaghan said that he felt the faculty are were beginning to embrace the idea of making their coursework accessible, but that there are still improvements to be made. If we can all work to identify the students who will need accommodation earlier that would be ideal.

- Jim shared this quarter there are 10 courses with electronic versions of textbooks in use. Beth is also involved with the "Digital Marketplace" project which provides electronic versions of textbooks on-line. CSU San Francisco, Dominguez Hills, Fullerton, and Long Beach also have licensing agreements. They are researching students' preferences, and said that the texts are easier to get in accessible versions. He also shared that there is a print option for the on-line texts so that expiration of the license won't be an issue. This might be forwarded to the Campus Fee Advisory Committee for their approval for possible inclusion in student course-related fees.

2. **Open Items**

- With the recent loss of CO ATI personnel, Lorraine sent an e-mail to the committee including the list of Chancellor's Office ATI Priority projects as well as the Position Description for the Director position.

ACTION ITEM: The committee was asked to read the project list and let Lorraine know if there are any clarifications needed in case she needs to can bring them to the Leadership Council.

ACTION ITEM: A new subcommittee to look into the VPAT issue with PDC's vendorprocurement procedures with Kathy Hansen was formed and so far includes Lorraine, Frank and Spencer.

- Frank shared that there are still questions from the President regarding the Textbook Rental Program, and he and Beth have been in contact with General Council to try to resolve them.

- Spencer shared there has not been any update on the ATI Budget request that went forward to Administrative Vice President's Council.

- Lorraine shared that Tapie Rohm is interested in being on the committee but is currently unavailableon sabbatical. Jenny recommended that Aaron Moffett may be a possible alternate. Lorraine asked the committee if they would like her to extend an invitation to have Aaron Moffett join the group until Tapie is able to attend, and they agreed.

ACTION ITEM: Lorraine will invite Aaron to attend the meetings in the interim for Tapie.

Next Meeting will be Monday October 11, 2010, 8:30 – 9:30 in PL-002

Minutes prepared by: K. Hunsaker