

# Accommodations Review Board Committee Minutes

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*October 12, 2011*

**Present:** Heidi Pendleton (Chair), Frank Belcastro, Charlie Bullock, Demerris Brooks, Oliver Deeley, Elizabeth Pope (Student Guest), Deanna Fassett, Daniel No (on behalf of Anton Kashiri), Natalie King, Sheama Krishnagiri, Betty Luna, Art King, Cindy Marota, Robin Moore, Keri Simmons, and Charlie Whitcomb.

**Absent:** Matt Rees and Sally Veregge

## Welcome

Chair Heidi Pendleton (Chair) called meeting to order.

## ARB Chairmanship

Deanna Fassett nominated Heidi Pendleton to serve as ARB Chair for another term (two academic years). Charlie Whitcomb seconded. Chair Heidi Pendleton accepted. All in favor. Deanna stated she might be interested in assuming chairmanship at the conclusion of Heidi's term. Cindy Marota suggested Deanna serve as President-elect whereby Deanna begins working with Heidi at the conclusion of the first academic year prior to assuming chairmanship.

*Action Item: By-laws must be updated to reflect President-elect.*

## Approval of Minutes from 9/14/11

Members noticed attendees listed from September 14<sup>th</sup> minutes were incorrect and requested revision. Keri is to revise and redistribute the minute to the Committee. Charlie Whitcomb motioned to approve the corrected 9/14/11 minutes. Cindy Marota seconded. All in favor.

## South Campus Update

Daniel No (attending on behalf of Anton Kashiri) reported the Division of the State Architect (DSA) has not approved the accessibility upgrades to South Campus.

## Diversity Master Plan (DMP) Disability Awareness Online Training Update

*9/14/2011 BACKGROUND: Robin Moore reported after speaking with Maria De Guevara regarding direction on Human Resources' (HR) role in the DMP disability awareness online training, it is clear that it was never HR's intent to take the lead in implementing the online training. Instead, the Disability Resource Center (DRC) was responsible for designing the training. Robin stated HR is happy to assist where possible but cannot develop the training.*

*Cindy provided background on the project: The project fell apart due to funding. DRC planned on working with vendor Workplace Answers to develop the training curriculum, but these efforts were*

ceased due to the time and cost it would have required. As an alternative, the awareness training developed by Humboldt was examined for its applicability to SJSU. Due to major differences in the campuses' accommodation processes, SJSU could not adopt the Humboldt training without revising a large portion of the content. Charlie Whitcomb asked who has now assumed leadership for the project within the scope of the DMP and how do we move forward, including obtaining funding. Robin stated she is not clear who has assumed leadership. Charlie highlighted the need to approach the training as an enterprise issue because it needs to address both student and employee accommodation needs. All agreed that in moving forward the training should not only address student accommodation issues but also employee accommodation issues; thus, the training will for all employees, not just faculty.

10/12/2011: Charlie Whitcomb reported he spoke with Maria De Guevara, AVP, HR, regarding who is to assume leadership of the DMP, but more clarity is still needed. Charlie has asked Veril Phillips to speak with President Qayoumi regarding who has responsibility of the DMP.

**Action Item:** *Charlie is to update Committee on status.*

## **ATI Updates**

Charlie Whitcomb reported Chris Laxton, Academic Technology, has chaired a meeting on ATI Procurement. Charlie is waiting to hear Chris's report of the meeting.

**Action Item:** *Charlie is to update Committee at next meeting.*

## **Accessible Classroom Furniture Update**

Art King stated the report on his and Charlie Whitcomb's meeting with Bill Nance regarding implementation of accessible furniture dispersal is tabled until the next ARB meeting, as more time is needed for discussion/planning.

**Action Item:** *Art and Charlie update Committee at next meeting.*

## **ARB Sub-Committee Updates**

- Accessible Instructional Materials Sub-Committee: Cindy Marota reported the sub-committee will be drafting an updated version of Presidential Directive (PD) 98-02: Accessibility Standards for Computer Labs.
- Campus Access Sub-Committee: Betty Luna reported Public Affairs is working with Google to include accessibility features/routes in the Google map of the SJSU campus.
- Health & Wellness Sub-Committee: Report tabled until return of Chair, Lucille Surdi.

## **DSA Update**

Oliver Deeley reported there was not much attendance at the DSA open forum held on October 11<sup>th</sup> where four students with disabilities will spoke about their experiences. Oliver reported he has been in contact with the Occupational Therapy student association to network/spread awareness about issues.

## Miscellaneous

- Chair Pendleton stated in a UCCD meeting, Shawn Bibb, AVP of Administration & Finance, reported SJSU has been without an ADA Compliance Officer for over a year but is aware the University is looking to appoint an officer.
- Charlie Whitcomb raised the issue of “how will the campus be educated regarding accessible furniture so that we can prevent missing/damaged/stolen furniture incidences?” Chair Pendleton stated an educational campaign must be developed.
- Art King requested the Chair of Health & Wellness serve on the Healthy Campus Committee.
- Cindy Marota reported the DRC and EARC had recently received complaints regarding lack of awareness of emergency evacuation procedures for persons with disabilities (specifically, knowing staging procedures for persons with mobility impairments).
  - **Action Item: Health & Wellness sub-committee is to determine a plan for the development of an emergency evacuation awareness training for campus.**
  - Art King suggested creating an online emergency evacuation procedure video for the campus.
  - **Action Item: Frank Belcastro agreed to present emergency evacuation procedures at a UCCD meeting per the request of Chair Pendleton.**
- Sheama Krishnagiri requested defibrillator training is added to the ARB agenda.
- Deanna Fassett suggested the Committee look at Campus Climate data to determine ARB priorities.
  - **Action Item: ARB is to have Wiggy Siverstein and John Briggs present to the Committee on Campus Climate results and implications.**
  - **Action Item: Charlie Whitcomb asked the Committee to also look at themes gathered from the Presidential Town Hall meeting transcripts in determining future ARB priorities/direction.**