



President's Advisory Committee on Disability Issues

Spring Meeting Minutes

4/18/2024

9:00am - 3:00pm

UW-Stevens Point or Via [ZOOM](#)

Attendance:

UW liaison: John Achter | Co-Chairs: Ruben Mota, Elizabeth Watson | Members: Ann Murphy, Renee Pfeifer-Luckett, Shannon Aylesworth, Victoria Moerchen, Hunter Kuester, Teresa Davis, Top Tantivivat | Guests: Paige Smith, Noah Brisbin

Membership

- Verify students – typically 2 per year (or biannual)
 - Hunter graduates in May 2024!!!
- Recruitment for the next cycle
 - Elizabeth requested that individuals with terms send emails and either request to continue or note departure from the committee.
 - May 2024 terms ending – Ann, Shannon (continue), Ruben (continue), Renee (retire), Eric (continue)
 - Renee did some outreach for a replacement, thank you, - Jason Zapf at Universities of Wisconsin | Elizabeth to do outreach
 - Additional possible members: UW Madison User Experience Group | Ruben to do outreach
 - Possibly procurement content expert?
 - Student Representatives – Teresa and Hunter will continue.
 - Hunter is reaching out to new students.
- ACTIONS:
 - Elizabeth will confirm continuations, if you are interested, please email.
 - Three possible content experts were identified from Jason Zapf, UW-Administration – Elizabeth to follow up, UW-Madison – Ruben to follow up, and UW-Platteville – Elizabeth to follow up.
 - Certificates of Recognition for service
 - Hunter – graduates in December 2024
 - Renee

Digital Maturity Self-Assessment Update, ADA II new regulations, and Discussion

- New digital access rules:
 - ADA II
 - Noah and Paige will do a summary document related to priority changes and guidance.
 - Noah noted that these new regulations will be cross-sectional and impact all units. He discussed that there may be need for investment, resources, policies, pathways for expertise, and to identify primary areas impacted or responsible for implementation
 - Paige mentioned a project management process. John noted that UWSA had provided project management for other systemwide projects and helped manage the scope of work, deadlines, and documents.
 - Elizabeth asked about access to project management and budget resources.
 - The timeline for campuses will be two or three years, and OGC will determine this.
 - Discussed some of the details | Ruben provided some clarification of updates:
 - Effective communication requirements for posting all digital content with captions, audio descriptions, and tagged photos.
 - Audio descriptions were highlighted
 - Mobile applications during the self-study were not addressed directly. The new regulations address this.
 - Web page accessibility on mobile devices, how these integrate.
 - Eric discussed and noted that Workday will have a Learning Management tool embedded into the software for trainings and other digital content.
 - We discussed employee digital content and how knowledgeable ADA coordinators at each campus are about this topic and the scope of access.
 - What is the role of the ADA coordinators in this process?
 - Shannon and Ann shared that many campuses rely on the student DSS or adaptive technology coordinators to support employees and guests and provide resources. Concerns related to how student-funded resources may be shifted to employees or guests were identified.
 - Ruben shared that this was a topic at the Big10 ADA coordinator conference, and many details still need to be learned. He also noted that compliance folks have noted that digital/web/application access has been a priority for DOJ over the past 10 years.
 - Ruben emphasized the importance of creating a digital access implementation plan for each campus.

- Teresa brought up the importance of what this means to students and retention.
- Paige noted that the PACDI group was the content experts. She encouraged this group to take a leadership role in the recommendations and scope of work.
- Ruben and John noted the importance of having a quarterback as the lead and then moving through the process.
- Paige recommended creating a workgroup including the Office of Student Affairs UW-System Administration, possibly Jeff B. UWSA, and campus leads to create a support or implementation plan and pilot project.
- ACTION:
 - Paige and Noah will do a more detailed review of the regulations and create a summary/interpretation for UW campuses and administration.
 - John will have a follow-up meeting with Paige and Noah.
 - A follow-up meeting on June 6 was scheduled to reconnect and determine the next steps.
 - A recommendation was to provide a brief update on the new regulations to Chancellors and encourage the campuses to move forward with their committees/work teams on implementation.
 - Possible policy review group: Paige, Noah, PACDI members, campus members, ADA coordinators, IT folks.

Executive Summary Final Draft

- Executive Summary is not being released at this time.
- Summarize meeting with President Rothman on 3/25/24 | Presented by Elizabeth and Ruben
 - Pres. Rothman recognized the work and praised the committee. 1. All campuses participated. 2. The work was timely and informative.
 - Pres. Rothman wants to share/discuss the executive report with Chancellors prior to wider distribution
 - Requested co-chairs present to the Chancellors in June.
 - Requested some budget analysis:
 - Captioning cost analysis
 - The committee reviewed Kaltura minutes and current 3rd party contracts. A possible model for cost analysis was developed focusing on the average cost per minute across the three approved business contracts: \$1.05.
 - Discussed AI or machine generated captions, verses reviewed and fully edited, and/or live CART.
 - Staffing budget needs for personnel
 - Focus on central – what is the need?
 - ADA Compliance Content expert
 - Digital Access Compliance expert
 - Focus on campus – what is the need for costs and staffing

- Campuses will need to be evaluated, but a minimum of 50% of an FTE on regional.
 - Centralized third-party software for digital access review and audit was discussed, and the system office is using Site Improve.
 - Questions were asked whether this is a system-wide or a UW-SA contract. | John offered to follow up.
 - VPAT- needs to be updated and/or developed; use the LMC rubric or create a rubric for how to assess digital access beyond the vendors
- Discussion:
 - Eric noted the impact of digital access on employees and work flexibility, which is becoming a part of the work/life balance and employee expectations.
 - Ann/Shannon noted that this falls under the mission of the System for access for learning and students.
 - Victoria/Shannon noted this also relates to retention.
 - Ruben reminded that this is upfront work, some reasonable accommodations may still be needed.
- Huge Thank you to Ann, Shannon, Renee, Ruben, Elizabeth, John, and Kristen for all of their support through this DMSA project, writing, discussions, and project work.

Accessibility Barrier Reporting Form

- Thank you to Ruben and Shannon; this resource is now on the PACDI UW page (PDF).

Action/Future Projects

- Case study – staff with UWM unable to complete Title IX training (Elizabeth will follow up with the employee for a debrief and provide guidance for them on next steps).
 - Specific screen readers did not work with the new training.
 - Reached out to HR but was not responded to or told to submit a ticket.
 - Student services provided technical assistance and software.
 - Shannon reached out to Ruben, Elizabeth, and John for help.
 - Elizabeth connected with compliance and got connected to Kelly at Universities of Wisconsin HR. Ruben offered to do a follow-up with Kelly on some questions the Title IX training tool developers had about accessibility
 - Discussion
 - Elizabeth noted that student resources/staff were used for the accommodation solution.
 - Eric shared the importance of understanding employee accommodations and that Workday will have an LMC for compliance training.

- It was broadly discussed that ADA coordinators may not understand the scope of access versus processing individually requested employee accommodations.
- Follow up on DMAS recommendations:
 - Check for updated policies or implementation plans at each institution
 - Verify that each campus has an identified digital access lead (non-HR or disability services) – this was noted as a critical issue, as this is not an accommodation anymore based on new regulations, but institutional responsibility.
 - Also recommend that each campus/institution has identified physical access/facilities lead (non-HR or disability services).
 - Policy updates to 14-10 – Nondiscrimination on the basis of Disability
 - Please review and make personal notes on what you see as missing or possibly outdated.
 - Create a new policy for digital access – Noah and Paige are taking the lead.
 - Does there need to be an administration work group on digital access?
 - Progress Reporting - hold
 - Request an annual report submitted to PACDI from each advisory committee.
- Other action items previously discussed - hold
 - Developing and disseminating faculty/staff ADA training. Fall discussion:
 - Training should include faculty and student aspects
 - Could create an inventory of current training opportunities (TEAM's site could be used to collect what's available)
 - Developing short training modules in a video format
 - Revising the Universal Design Statement that can be used as a reference by all UW Universities – hold based on new ADA II regulations
 - Ann, Elizabeth, and Justin previously volunteered to work on draft
 - Developing an ADA self-assessment template and process that campuses could use to routinely review physical access to reduce barriers – hold based on possible resources or next steps
 - Possibly create a rubric on what effective communication means as a reference or guidance.

Next Meeting

- Set Dates for the 2024-25 academic year
 - October 10, 2024, location/format TBD, time 9-3 currently
 - April 10, 2024, location/format TBD, time 9-3 currently
- Subcommittee meeting on digital access June 6, 2024