

ATI Working Group Committee Meeting Minutes

for SEPTEMBER 13, 2023, at 1:30 PM

Attendees: Faust Gorham, Shan He, Jason Watkins, Douglas Cornell, Pierre Igoa, Marina Manzano, Melissa Danforth, Erin Pruitt, Markel Quarles, Ying Zhong, Marcus Brown, Michelle Soza, Alex Slabey, Daisy Alamillo, Chris Diniz, Mike Chavez, Rebecca Penrose

MOTION TO START MEETING AT 1:32 PM.

1. Approve Agenda F. Gorham
 - a. MOTION TO APPROVE – ALL IN FAVOR. APPROVED.
2. Approve Meeting Minutes dated March 23, 2023 F. Gorham
 - a. MOTION TO APPROVE – ALL IN FAVOR. APPROVED.
3. Announcements and Information
 - a. Welcome and Introductions
 - Daisy Alamillo – ASI President
 - Erin Pruitt – ASI Representative
 - b. Annual ATI & President report F. Gorham

Chancellors’ office better staffed now. Regarding the ATI Report, tentative target submission date to President and Chancellors office is March 2024. Rubic is not published yet; will send to committee when available.
4. Outstanding accessibility issues F. Gorham
 - a. Accessibility compliance of CSU Learn - Several complaints sent to Chancellor’s office on accessibility issues. No response back from Chancellor’s office yet. M. Brown shared further insight on steps taken to address issues. Patch work is being done on CSUB side. Chancellor’s office re-staffing is in process. F. Gorham added that we need to make sure any new software program purchases meet accessibility requirements.
 - b. Emails sent to campus with non-complaint attachments – M. Danforth stated many attachments are nonacceptable. P. Igoa shared on the ATI website there is a “How to” section and is a great resource. P. Igoa is to check traffic on website. There is no current policy in place stating that all outgoing emails must meet accessibility requirements. M. Danforth posed question, do we have all templates updated and accessible. P. Igoa responded with password is given to those who are authorized to have, but they are available now. S. He shared that some conversations are trash coding and may cause issues. F. Gorham stated none of our tools are HTML convert. F. Gorham would like to have a warning flag when content has error in conversion to content creator. D. Alamillo recommended doing a learning video on “How to Convert” and asks if that is an option. P. Igoa to be invited to ASI round table meeting to plan video content.
 - c. Vendor compliance – Solutions Consulting; May pose accessibility issues. C. Diniz share examples like, signage placement, height issues, touch screen accessibility, interface, etc. Recommendation to contact C. Diniz for any accessibility questions.
 - d. ADHOC – M. Danforth brought to the committee’s attention when evacuation and fire drills take place and gave example on how those in wheelchair are to exit if elevator not in use. The signs do not have braille, is email an option for instructions in cases like this.

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F. Gorham recommended bringing these concerns and directing questions to the UPD Chief to address. M. Danforth also shared that Canvas reviews are good; the fundamental context need fixing. M. Manzano added that the Building Marshalls role is to inspect buildings during fire/evacuation drills and to offer aid when needed. An area that does need attention is to assign a backup Building Marshall when regular Marshall is not present. Building Marchall's have radio's and can contact UPD if assistance is needed.

- **ACTION:** P. Igoa to forward F. Gorham all emails received via the ATI website or this committee for review.
- **ACTION:** P. Igoa to be invited to ASI round table meeting to outline "How to Convert" video content.

5. Committee Membership

- Student Representative replacement x 2
 - Daisy Alamillo & Erin Pruitt, both CSUB active students
 - Student Representative need met.
- Staff Representative
 - Need Staff Representative
 - Recommendations requested on how to find suitable representative.

Committee suggestions:

- Ask HR to send email to CSUB Staff
 - Perhaps an Advisor or someone from MARCOM
 - Someone from UA or PAC specialist
 - SSD Staff, Counseling Center, or Health Center
- Table to next meeting for decision.

6. Sub-Committee Updates

- IMAP M. Danforth
 - Academic Support Committee working with Senate. Need to get feedback on Appendix to Senate. Working with A. Slabey and faculty training. Textbook deadline added to academic calendar per recommendation from Senate.
 - Procurement & TAR M. Manzano
 - ATI refresher training for staff in April. New Procure to Pay (P2P) system implementation in process. Solution Consulting reviewing, need to build in workflow. ATI sub-committee meetings to take place sometime Jan-Feb for the March 2024 report submission. Working on ATI facts sheet for staff. M. Manzano to work with HR to implement fact sheet in HR onboarding to include 1st review by Solutions Consulting, then purchase order process.
- C. Diniz explained to committee that TAR stands for Technology Accessibility Review. The TAR team reviews accessibility template and rates product. Logs and documents any concerns. EEAAP for classrooms = medium risk which means may do more testing, all public products are considered - high risk and the team makes sure that is the best product recommendation available. The team works with the vendor on

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accessibility concerns or considers a different vendor. High risk products get an annual review. So far, the team has conducted 32 reviews this year. The TAR team has new members; Jason Watkins, Marina Manzano and Ying Zhong.

- c. Solutions Consulting D. Cornell
- Solutions Consulting is the front of the procurement process.
 - 20 operation tickets, 20 tickets average a month.
 - Lost SSD member from group.
 - To meet with SNOW team to revise the ticket process.

- d. Web & Ally P. Igoa & S. He

Adhoc: The new closed caption vendor used for the commencement event was much better. The delay was shorter and was more accurate.

- Web and Ally Report Review – PPT data reviewed.

P. Igoa posed question to committee; based on the stats, is the number of imported documents being changed before re-imported without change. Question is asked because the stats are almost the same from last Spring match the Fall numbers. Stats need further investigation on imported documentation, if repetitive or new documents. Is more training needed for instructors to run report more often. M. Danforth shared that Ally doesn't scan external link, still accessibility issue.

- e. SSD – Point and Click J. Watkins

Working well. Blue card process moving electronically. Disability Awareness Month, emails to go out on events. Jason Watkins introduced himself to committee as Director of Basic Needs.

Open discussion:

F. Gorham asked M. Quarles how to get SSD representation for the Solutions Consulting team. M. Quarles requested to get together with F. Gorham this week to discuss further.

M. Manzano asked F. Gorham if he will be going over the ATI Report in detail with interim President, Dr. Harper, being newly appointed to Campus President. F. Gorham replied with yes and will do a review of last reports 21_22 with him.

MOTION TO ADJORN MEETING AT 2:55 PM.

MOTION – ALL IN FAVOR. MEETING ADJORNED.