

ATI Task Group
November 19, 2007
8:40 a.m. – PL-002

Present: Casadonte, Cuddigan, Jaworski, Kahuthu, Monaghan, Simmons, Sorrell, Padilla, Ross, Frost

1. **Review Webpage Accessibility Policy Changes** – Lorraine Frost took this policy to Administrative Council. ACM stated that they would like to have added to the policy that they (ACM) would aid in assistance as well. Mike Ross indicated it should be stated on page 4 under *Procedures* that the committee will produce the report on a bi-annual basis. ACM will run biannual checks rather than quarterly checks. Lorraine said that changes will be made and will go back for review by Administrative Council on November 26. VP Freund is looking for a new Technology Oversight Committee that will work in conjunction with ATI Task Group.

2. **Priority Team Status**
 - a. **Webpage Accessibility** – Rosa Padilla stated that she had no report. **Action Item:** Lorraine will reschedule meeting with Rosa to review the vendor list. **Action Item:** Lorraine will talk to counterparts to see to whom their Compliance Officer reports. The subcommittee are talking about coming up with a procedure on what to do if a website is not compliant (i.e., shut it down?).

 - b. **Instructional Materials** – The Instructional Plan was distributed by Jim Monaghan. Some minor revisions have been completed. The report is due on November 21 and includes 150,000 words (?) of transcription (on-going), podcasts, video streaming, anything going to archives.

 - c. **Procurement** – Amy Simmons reported that the workshop scheduled in December has been postponed to Feb 11 & 12 in LA. Amy and Rosa will attend. There was another conference call last week; they are working on a 508 website data base that each campus will be able to access. The Chancellor's Office is working on it. They will send out the requirements for vendor products and services.

Executive Sponsors – CAM has on-going projects, tasks and milestones which they will send out to the group. Mark Turner will be chairing CAM.

Action Item for Lorraine - Invite Deborah Kaplan to campus.

3. **Budget** – Lorraine distributed the ATI Project Budget draft. The yellow section is unfunded and the green is in-kind. Jenny Zorn will add in instructional

designers and transcriptional part; and Beth will add Student Assistant positions to it. This will then go to the VPC before Administrative Council.

Lorraine will schedule a meeting with the team leads (Executive Steering Committee) and Beth Jaworski.

Action items for Lorraine

Reschedule with Rosa

Meeting to discuss ATI website on Nov 20 with Katie, Lorraine and OTI rep to develop a format for campus ATI website – do an outline

Follow up with Jenny Zorn and Kim Ball re: e-text.