**The President’s Commission on People with Disabilities**

**Agenda**

**November 17, 2015**

**Memorial Union Room 300**

Meeting called to order at 10:07

**Attendance and Introductions:**

Annette Bourbonniere

Joanna Portman-Daly

Steve Baker

Pamela Rohland

Laura Kenerson

Anita Jackson

Mary Jane Klinkhammer

**Old Business:**

1. **Reports of progress since September Meeting**
	1. Curriculum & Online Accessibility
		1. Survey of Online faculty
			1. Survey was a needs assessment: how many students need to be hired to make the captions
			2. Will not support videos over 10 minutes in length due to best practices, longer videos need to be supported by the individual department or Disability Services
			3. 10 hours per week with 1-2 students based on survey results
			4. Interviewing today with a skills assessment in You Tube on a video that was created to assess interviewee skill and speed
			5. Ideally each department would have designated captioning person due to jargon and subject matter of content for certain disciplines
			6. Faculty will go through Help Desk and ticket will go to the captioning student hired, 2 week turn around anticipated
			7. Will initially be in pilot phase, captioning is for online classes only with ticket going through JPD from Help Desk
			8. Goal is for eventual outsourcing of CC and every video shown to students is captioned
	2. Transportation and Parking
		1. Status of Parking Committee
			1. Membership list approved, subcommittee of master plan review team, Steve Baker to Chair
				1. Voting members: Assistant Director Lands and Grounds, Director of Disability Services for Students, Assistant Director of Campus Planning and Design, staff representative, faculty representative, undergraduate student and graduate student
				2. Manager of parking services and police member; non-voting members
		2. Traffic study, parking study and ADA study
			1. RFP went out last week for master parking plan for Kingston campus
				1. Award to consultant by Dec 2015 and data gathering in Jan 2016, PCPD can make recommendations in Feb and March
				2. Final product due June 1st 2016
				3. ADA space count and appropriate distance from buildings will compare to other regional institutions
		3. Updates
			1. Hang tags for employees are available on the parking website
			2. Van accessible spot being added to Coastal Institute shortly
			3. Lot near Chemistry building to open in January with 7 ADA spots
			4. Bay campus master plan is being organized
			5. Landscape master plan RFP simultaneous that would address sidewalks and parking lot maintenance
			6. Green Hall and Fogarty lot to be tied together and add parking
			7. Will be faculty/staff fee for parking
	3. Safety Evacuation
		1. Areas of refuge, automatic doors and blue phones
		2. Updates
			1. Campus Emergency Management Advisory Committee, request for someone from PCPD be part of the committee, meet monthly for one hour and is scheduled in advance
			2. Two page what to do in an emergency will be placed in every classroom and/or floor of offices

**New Business**

1. Process for reporting/documenting Task Force activity; there is not the possibility for additional meetings of the two task forces.
2. The task forces are operating based on the official function of members.
3. Update website with names and email of members of subcommittee and what people are willing to work on/areas of interest. Individuals can then be contacted from the community, or task force members can easily contact each other.
4. Ensure the PCPD website comes up at the top of any search for “disability” on the URI website; need search terms; work with Lisa Chen. Anita will contact.
5. Need to work on ways to weave PCPD into the fabric of the University- important topic for next meeting
6. PCPD will need a staff Co-Chair to replace Pamela Rohland, which is a two-year appointment to start in January 2016. Volunteers or nominations will be discussed in December 2015

Meeting Adjourned at 11:08

**Future Meeting schedule**

1. December 11, 2015, Friday, 10 – 11:30 am  MU 300
2. January 12, 2016, Tuesday, 2-3:30 pm MU 300
3. February 12, 2016, Friday, 10-11:30am MU 354
4. March 14, 2016, Monday, 3-4:30pm  MU 300
5. April 15, 2016, Friday, 10-11:30 am MU 300
6. May 4, 2016, Wednesday, 3-4:30 MU 300