

## Meeting Information

**Meeting Title:** ATI Working Group Committee

**Date:** Tuesday, March 18, 2025

**Location:** Virtual Only

**Time:** 1:00 PM

**Zoom:** [Meeting Link](#)

Meeting ID: 862 4079 5563

Passcode: 687885

**Meeting Called By:** Chris Diniz

**Purpose:** Quarterly Meeting – Q4 2024

## Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	✓
Chris Diniz	AVP/CIO (Chair)	✓
Jorge Villatoro	Assistant Director for Equity, Inclusion and Compliance	✓
Melissa Danforth	Academic Senate Chair	✓
Markel Quarless	AVP Student Affairs / Student Services	✓
Marina Manzano	Chief Procurement Officer & Procurement Chair	✓
Lenny Perez	SSD III	✓
Doug Cornell	Solutions Consulting/TAR	✓
Dani Solano	Instructional Materials Chair	✓
Alex Slabey	Instructional Materials Vice-Chair	A

Attendee	Representing	✓
Pierre Igoa	Web Compliance Chair	A
Shan He	Web Compliance Vice-Chair	✓
Erin Pruitt	ASI President	✓
Rebecca Penrose	Faculty Representative	A
Arthur Smith	Staff Representative	A
Winnie Huang	Student Representative	✓
Benjamin Parsons	Student Representative	✓
Jaimi Paschal (Guest)	Director of Academic Tech. Services & ITS Grants	✓
Ydalia Lucio (non-voting)	ITS – Administrative Support	✓

## Agenda

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order	C. Diniz	1 minute
2.0	Review and approval of agenda	C. Diniz	2 minutes
3.0	Review of <a href="#">November 2024 meeting minutes</a>	C. Diniz	2 minutes
4.0	Old Business <ul style="list-style-type: none"> <li>Annual ATI report update</li> <li>Accessibility training update</li> </ul>	C. Diniz C. Diniz	3 minutes 3 minutes
5.0	New Business <ul style="list-style-type: none"> <li>Procurement email</li> <li>Ally to Cidi Labs change</li> <li>Digital Content Remediation Initiative from the C.O.</li> </ul>	C. Diniz / M. Manzano J. Paschal C. Diniz	5 minutes 5 minutes 5 Minutes
6.0	Subcommittee Updates <ul style="list-style-type: none"> <li>IMAP <ul style="list-style-type: none"> <li>Charter review</li> </ul> </li> </ul>	D. Solano M. Manzano	4 minutes

	<ul style="list-style-type: none"> <li>• Procurement</li> <li>• TAR</li> <li>• Web</li> <li>• Disability Services</li> <li>• Solutions Consulting</li> </ul>	S. He P. Igoa M. Quarles D. Cornell	4 minutes 4 minutes 4 Minutes 4 Minutes 4 minutes
7.0	Open Discussion	C. Diniz	2 minutes
8.0	Adjourn	C. Diniz	1 minute

## Minutes

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#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order  Chris called meeting to order at 1:03 PM. Quorum was confirmed.	C. Diniz	<1 minute
2.0	Review and approval of agenda  Agenda approved by Marina and second by Shan. Motion carried unanimously.	C. Diniz	2 minutes
3.0	Review of <a href="#">November 2024 meeting minutes</a>  Minutes approved by Marina and second by Shan. Motion carried unanimously.	C. Diniz	2 minutes
4.0	Old Business <ul style="list-style-type: none"> <li>• Annual ATI report update  The annual ATI Report was submitted to the President on December 16, 2024. Chair thanked the committee for contributions ensuring compliance and accessibility progress. The new report format directed by the Chancellor's Office accessibility lead was used. Committee members were encouraged to review items for next year's improvement planning.</li> </ul> <p><b>ACTION:</b> Chris is to create a shared tracking spreadsheet (SmartSheet) to monitor progress on ATIO report items and circulate it to the committee within the next few weeks.</p> <ul style="list-style-type: none"> <li>• Accessibility training update  Email communications were sent to all users authorized to send to campus-wide email groups. Attendance in accessibility email training is required per published guidelines. Training was initially scheduled for March 19 but is to be rescheduled. Future completion will transition to CSULearn for ongoing compliance tracking.</li> </ul> <p><b>ACTION:</b> Ydalia is to confirm and reschedule training session. Ydalia is to maintain attendance tracking for compliance reporting.</p>	C. Diniz  C. Diniz	4 minutes  4 minutes
5.0	New Business <ul style="list-style-type: none"> <li>• Procurement email  ATI Report Item 5.10 calls for campus-wide executive communication on ICT procurement awareness and policy compliance. Discussion on incorporating executive endorsement (e.g., VP or President's Office).</li> </ul>	C. Diniz / M. Manzano	3 minutes

	<p><b>ACTION:</b> Jorge Villatoro to discuss with Dr. Lori Watkins and coordinate follow-up with Marina Manzano on message drafting.</p> <p><b>ACTION:</b> Marina is to prepare draft communication for committee review before end of academic year.</p> <ul style="list-style-type: none"> <li>Ally to Cidi Labs change</li> </ul> <p>CSU system RFP selected Cidi Labs as the new system-wide accessibility platform replacing Ally. Cidi Labs offers enhanced accessibility conversion, multi-format student access, and improved cost efficiency. Transition required prior to Ally's contract expiration at end of FY 2024–25. The Senate IM subcommittee to review and provide input.</p> <p><b>ACTION:</b> Dr. Solano is to present topic to IM subcommittee and Academic Senate for feedback.</p> <p><b>ACTION:</b> Jaimi to confirm whether prior Ally agreement was campus-specific or systemwide and report back to Marina.</p> <ul style="list-style-type: none"> <li>Digital Content Remediation Initiative from the C.O.</li> </ul> <p>CSU Chancellor's Office is to allocate \$15K–\$25K for instructional material accessibility improvements. Funds are to support faculty training or student support for digital remediation.</p> <p><b>ACTION:</b> Dr. Solano and the Instructional Materials team is to propose uses for allocated funds once final amount is confirmed.</p>	J. Paschal	4 minutes
6.0	<p>Subcommittee Updates</p> <ul style="list-style-type: none"> <li>IMAP</li> </ul> <p>Focus areas are to follow-up on report items, non-CSUB faculty website accessibility communication process, and upcoming Cidi Labs review.</p> <p>Draft IM Subcommittee Charter presented and to be distributed for review.</p> <p><b>ACTION:</b> Dr. Solano is to share draft charter via email for feedback and voting to be conducted in the next meeting.</p> <ul style="list-style-type: none"> <li>Procurement</li> </ul> <p>Subcommittee to meet in April 2025 to review documentation and update procurement forms and plans based on prior ATI report findings.</p> <ul style="list-style-type: none"> <li>TAR</li> </ul> <p>The TAR process and risk assessment levels were explained. There have been 75 TAR requests reviewed since July 1, 2024, and four were identified as high risk. The need for Equally Effective Alternative Access Plans (EAAP) when accessibility gaps exist was emphasized</p> <ul style="list-style-type: none"> <li>Web</li> </ul> <p>Pierre was absent to present any updates.</p> <p><b>ACTION:</b></p> <p>Chris is to connect Dani with Pierre for faculty website accessibility coordination.</p> <ul style="list-style-type: none"> <li>Disability Services</li> </ul> <p>No new updates to report.</p> <ul style="list-style-type: none"> <li>Solutions Consulting</li> </ul>	<p>D. Solano</p> <p>M. Manzano</p> <p>S. He</p> <p>P. Igoa</p> <p>M. Quarles</p> <p>D. Cornell</p>	<p>4 minutes</p> <p>2 minutes</p> <p>4 minutes</p> <p>2 Minutes</p> <p>1 Minutes</p> <p>3 minutes</p>

	No major changes, several open tickets in progress. CSU Chancellor's Office provided ChatGPT platform, and CSB is planning to rollout by end of March 2025. Security and accessibility reviews completed by CO and final documentation are pending.		
7.0	Open Discussion No new discussion items were raised.	C. Diniz	<1 minute
8.0	Adjourn The meeting adjourned at 1:38 PM. Motioned by Marina and second by Shan.	C. Diniz	1 minute

Date	Topic	Discussion	Led by	Status	Due by
03/18/2025	SmartSheet Tracking – ATIO Items	Chris is to create a shared tracking spreadsheet (SmartSheet) to monitor progress on ATIO report items and circulate it to the committee within the next few weeks.	Chris Diniz	In progress	Next Meeting
03/18/2025	Reschedule Accessibility Meeting	Ydalia is to confirm and reschedule training session.	Ydalia Lucio	Completed	Next Meeting
03/18/2025	Track Accessibility Meeting Attendance	Ydalia is to maintain attendance tracking for compliance reporting.	Ydalia Lucio	Completed	Next Meeting
03/18/2025	President Procurement Email	Jorge to discuss with Dr. Lori Watkins and coordinate follow-up with Marina on message drafting. (Executive Endorsement)	Jorge Villatoro	In progress	Next Meeting
03/18/2025	Ally Agreement	Jaimi to confirm whether prior Ally agreement was campus-specific or systemwide and report back to Marina.	Jaimi Paschal	In Progress	Next Meeting
03/18/2025	IM Allocated Funds	Dr. Solano and the Instructional Materials team are to propose uses for allocated funds once final amount is confirmed.	Dani Solano	In Progress	Next Meeting
03/18/2025	Draft Charter for subcommittee	Dr. Solano is to share draft charter via email for feedback and voting to be conducted in the next meeting.	Dani Solano	In Progress	Next Meeting
03/18/2025	Faculty Web Accessibility	Chris is to connect Dani with Pierre for faculty website accessibility coordination.	Chris Diniz	In Progress	Next Meeting