Meeting Information

Meeting Title: ATI Working Group Committee	**Date:** Friday, November 8, 2024
Location: Virtual Only	**Time:** 9:00 AM
Zoom: Meeting Link	
Meeting ID: 891 4738 6678	
Passcode: 948665	
Meeting Called By: Chris Diniz	**Purpose:** Quarterly Meeting – Q4 2024

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	√
Chris Diniz	Interim AVP/CIO (Chair)	x
Marcus Brown	Equity, Inclusion & Compliance	
Melissa Danforth	Academic Senate Chair	x
Markel Quarless	AVP Student Affairs / Student Services	x
Marina Manzano	Chief Procurement Officer & Procurement Chair	x
Jason Watkins	Interim Director for SSD	x
Doug Cornell	Solutions Consulting/TAR	x
Dani Solano	Instructional Materials Chair	x
Alex Slabey	Instructional Materials Vice-Chair	x

Attendee	Representing	√
Pierre Igoa	Web Compliance Chair	x
Shan He	Web Compliance Vice-Chair	x
Erin Pruitt	ASI President	x
Rebecca Penrose	Faculty Representative	
Ying Zhong	Library Representative	x
Arthur Smith	Staff Representative	
Winnie Huang	Student Representative	x
Benjamin Parsons	Student Representative	x
Ydalia Lucio (non-voting)	ITS – Administrative Support	x

Agenda

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order • Introductions	C. Diniz	5 minutes
2.0	Approve Agenda	C. Diniz	2 minutes
3.0	Approve Minutes from September 2023 Meeting	C. Diniz	3 minutes
4.0	Announcements and Information • Annual ATI reports • President Report • Accessible emails	C. Diniz	8 minutes
5.0	Subcommittee Updates • IMAP • Procurement • TAR • Web • Disability Services	D. Solano M. Manzano S. He P. Igoa M. Quarles	6 minutes 6 minutes 6 minutes 6 Minutes 6 Minutes

	• Solutions Consulting	D. Cornell	6 minutes
6.0	Open Discussion	C. Diniz	5 minutes
7.0	Adjourn	C. Diniz	1 minute

Minutes

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order Meeting was called to order at 9:04am and started with introductions.	C. Diniz	5 minutes
2.0	Approval of the agenda Agenda was approved by Marina, second by Jason; none opposed.	C. Diniz	2 minutes
3.0	Approval of Minutes from September 2023 Meeting Jason approved, Marina, none opposed; Dani abstained.	C. Diniz	3 minutes
4.0	Announcements and Information • Annual ATI reports The importance of the annual ATI report was emphasized, highlighting that it should only be marked as completed if there is evidence to support it. It was noted that the report submission deadline is December 17th, with the subcommittees needing to complete their reports by December 9th to allow for review. **ACTION:** Reports are to be submitted to Chris and Ydalia by 12/09/24 for review. The reports should include milestones met, remaining effort, and any remaining items for each area. It was encouraged for the subcommittees to provide feedback and catch any potential issues. • Accessible emails The importance of sending accessible emails was emphasized to ensure inclusivity for all abilities. The guidelines and resources for creating accessible content were provided to the team and offered to provide feedback on documents. The university's Print Shop can assist in creating accessible PDF documents. PNG files as attachments are not accessible, they can be made accessible by linking to a text document or using alt text. **ACTION:** Guidelines are to be sent out again to all approved senders on mass mailing lists. Bringing together those with access to a certain system for an informative session was proposed and accepted. **ACTION:** Chris agreed and suggested that training would be a requirement for continued access. It was recommended that affinity groups be represented and have training. **ACTION:** Chris agreed to coordinate with the trainer to arrange more training sessions.	C. Diniz	8 minutes

5.0	Subcommittee Updates		
	• IMAP Due to new leadership in the subcommittee, there is a need to review each criterion for accessibility in different areas for instructional materials and seek a student's perspective. It was suggested using the Ally tool to improve instructional material accessibility.	D. Solano	6 minutes 6 minutes 6 minutes 6 Minutes 6 Minutes 6 minutes
	• Procurement Procurement shared involvement in the new employee orientation sessions and suggested more campus-wide training.	M. Manzano	
	• TAR The review process for product applications was discussed and highlighted three risk levels: low, medium, and high. It was noted that if a product is not fully accessible, an Equally Effective Alternative Access Point (Eaap) must be prepared, along with an accessibility roadmap. Common issues identified included image and color contrast problems, keyboard issues, and screen accessibility. There have been 39 reviews for the accessibility of a document. Since January there have been 102 accessible product applications. This year the version was upgraded. The new vendor asked for VPAT version.	S. He	
	• Web The transition from Site Improve to Level Access, a new accessibility tool, and the shift to Modern Campus as their web content management system was discussed. The importance of following accessibility standards, such as using Alt tags for images, to ensure the product is accessible to WCAG 2.1 AA was emphasized. California State University (CSU) is ahead of plan to meet the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard by April 2026, a requirement set by the CSU. All managed status items have been moved to established status and they are planning to review sites and plan for future implementations over the next three years.	P. Igoa	
	• Disability Services The disability services team provided updates on their involvement in solutions consulting and their work with the ATI. They also expressed gratitude for the student representatives serving in the committee	M. Quarles	
	• Solutions Consulting The success of the solutions consulting team in reviewing electronic applications for security and accessibility was reported. There were 12 products that came through being returned within a couple of weeks. A lot of success with procurement with CSUBUY being reviewed and successful with the current methods.	D. Cornell	
6.0	Open Discussion Erin will be providing an update to ASI for their office to also be accessible to all. The Chancellor Office is being proactive to ensure all campuses are emphasizing accessibility and learning all the way the campuses are enforcing them.	C. Diniz	5 minutes

7.0	Adjournment		C. Diniz	1 minute
	Adjournment motioned at 9:48 am. Marina motioned to adjourn Marquel second the motion; none opposed.			

Date	Topic	Description	Assigned To	Status	Due Date
11/08/24	ATI Reports	Subcommittee chairs to submit ATI report drafts to Chris and Ydalia by December 9th	Subcommittee Chairs	Completed	12/09/2024
11/08/24	Email Guidelines	Guidelines are to be sent out again to all approved senders on mass mailing lists.	Chris Diniz Ydalia Lucio	In Progress	
11/08/24	Accessibility Training	Chris to organize accessibility training for staff with mass email access.	Chris Diniz Ydalia Lucio	Completed	
11/08/24	Instructional Material Subcommittee Charter	Dani and Alex to review and finalize the Instructional Materials subcommittee charter.	Dani Solano Alex Slabey	In progress	
11/08/24	Web-based ATI Report	Chris to resend the web-based ATI report form link to subcommittee chairs.	Chris Diniz	Completed	