

Meeting Information

Meeting Title: ATI Working Group Committee

Date: Thursday, December 4, 2025

Location: Virtual Only

Time: 2:00 PM

Zoom: [Join Zoom Meeting](#)

Meeting ID: 813 2934 3891

Passcode: 267234

Meeting Called By: Chris Diniz

Purpose: Semester Meeting – Fall 2025

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	✓
Chris Diniz	AVP/CIO (Chair)	✓
Melissa Danforth	Academic Senate Chair	A
Emily Poole Callahan	AVP and Dean of Students for Student Affairs	✓
Marina Manzano	Chief Procurement Officer & Procurement Chair	✓
Jason Watkins	Director of CAEN	✓
Doug Cornell	Solutions Consulting/TAR	✓
Dani Solano	Instructional Materials Chair	✓
Alex Slabey	Instructional Materials Vice-Chair	✓
Pierre Igoa	Web Compliance Chair	A
Shan He	Web Compliance Vice-Chair	✓
Anthonio Reyes	ASI President	✓

Attendee	Representing	✓
Rebecca Penrose	Faculty Representative	✓
TBD	Staff Representative	A
Ying Zhong	Library Representative	✓
Sydney Zachary	Student Representative	A
Micah Stover	Student Representative	✓
Allan Williams (non-voting)	AVP Civil Rights & Compliance	✓
Jorge Villatoro (non-voting)	Assistant Director, Civil rights & Compliance	✓
Teanna Keith (non-voting)	Learning Disability Specialist	A
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 March 2025 meeting minutes	C. Diniz	2 minutes
4.0	Charter review	C. Diniz	3 minutes
5.0	Old Business <ul style="list-style-type: none"> ATIO Report Items via Smartsheet Accessibility Training Update Executive Endorsement Email to Campus Email draft Ally Cidi Labs Change Update 	C. Diniz Y. Lucio M. Manzano M. Manzano / C. Diniz D. Solano	3 minutes 1 minute 1 minute 1 minute 1 minute
6.0	New Business		

	<ul style="list-style-type: none"> • ATI surveys and deadlines • Homepage Accessibility Evaluation 	C. Diniz P. Igoa	5 minutes 5 minutes
7.0	Subcommittee Updates <ul style="list-style-type: none"> • IMAP Charter Review IM Allocated Funds Update • Procurement • TAR • Web Faculty Website Accessibility • Disability Services • Solutions Consulting 	D. Solano M. Manzano S. He P. Igoa J. Watkins D. Cornell	6 minutes 5 minutes 5 minutes 6 Minutes 5 Minutes 5 minutes
8.0	Open Discussion	C. Diniz	5 minutes
9.0	Adjourn	C. Diniz	1 minute

Minutes

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order Chris Diniz called the meeting to order at 2:03 PM. Quorum was confirmed. Members and guests were welcomed, including new representatives from Civil Rights & Compliance and student representatives.	C. Diniz	2 minutes
-	Committee members and guests introduced themselves. The importance of shared governance and student perspectives was emphasized.	-	5 minutes
2.0	Review and approval of agenda The agenda was reviewed, approved, and there were no further changes.	C. Diniz	2 minutes
3.0	Review of March 2025 meeting minutes The March 2025 meeting minutes were reviewed. Motion to approve the meeting minutes was moved by Marina Manzano and seconded by Dani Solano. The minutes were approved as presented with three abstentions noted: Anthonio Reyes, Allan Williams, and Micah Stover.	C. Diniz	2 minutes
4.0	<u>Charter review</u> The ATI Working Group Charter was reviewed for accuracy. Updates identified: <ul style="list-style-type: none"> • Replace Dr. Quarles with Emily Poole Callahan • Update Dr. Watkins' title to Center for Accessibility and Essential Needs • Remove Marcus Brown from membership list • Add representation for Antelope Valley campus • Add Allan Williams (AVP Civil Rights & Compliance) No formal vote is required; updates will be finalized and re-circulated.	C. Diniz	3 minutes

5.0	<p>Old Business</p> <ul style="list-style-type: none"> • ATI Report Items via Smartsheet A shared Smartsheet will continue to be used to track ATI initiatives and reporting. Members will be re-added to the document. Subcommittee chairs will review tracked items to ensure accuracy. • Accessibility Training Update Campus accessibility training for staff with mass email privileges was completed. Training recordings are available via CSU Learn. Annual reminders will be implemented. Improved compliance in distributing accessible email content was noted. • Executive Endorsement Email to Campus An executive-level memo reinforcing accessibility expectations was drafted and reviewed by Cabinet. Memo is being discussed at Provost Council prior to campus-wide release. • Ally Cidi Labs Change Update Ally, UDOIT, and TidyUp tools are now in use. Faculty training has occurred, with additional sessions planned for January. 	C. Diniz Y. Lucio / Chris Diniz M. Manzano / C. Diniz D. Solano	3 minutes 2 minutes 1 minute 1 minute
6.0	<p>New Business</p> <ul style="list-style-type: none"> • ATI surveys and deadlines ATI subcommittee reports are due December 15. Chairs were reminded to accurately report challenges to support funding requests. Lack of dedicated ATI staffing was emphasized. • Homepage Accessibility Evaluation Not discussed due to absence. 	C. Diniz P. Igoa	5 minutes 0 minutes
7.0	<p>Subcommittee Updates</p> <ul style="list-style-type: none"> • IMAP <i>Charter Review</i> IMAP Charter was presented and approved; moved by Dr. Watkins, second by Marina, no objections. <i>IM Allocated Funds Update</i> \$20,000 in Chancellor's Office funds allocated for digital content remediation. Funds are to support faculty training, stipends, and creation of reusable training videos. Discussion was held regarding accessibility of non-CSUB faculty websites and possible student reporting mechanisms. • Procurement Accessibility reviews remain mandatory for all technology acquisitions. ATI procurement training was added to new employee orientation. Procurement ATI report is in progress. • TAR / Web There were 105 accessibility reviews completed, and 49 Temporary Alternative Access Plans (TAAPs) issued in the 	D. Solano M. Manzano S. He	6 minutes 3 minutes 2 minutes

	<p>past academic year. The terminology updated from EAP to TAAP.</p> <ul style="list-style-type: none"> • Disability Services Online testing accommodation request system continues to function successfully. • Solutions Consulting Approximately 30 solutions are currently in progress. Workflow delays in TAAP approvals identified; signing authority reassigned to improve turnaround time. 	<p>J. Watkins D. Cornell</p>	<p>5 Minutes 5 minutes</p>
8.0	<p>Open Discussion No additional items were raised.</p>	C. Diniz	<1 minute
9.0	<p>Adjourn Motion to adjourn the meeting was moved by Anthonio, second by Dr. Solano. The meeting adjourned at 2:50 PM.</p>	C. Diniz	<1 minute

Action Items

Responsible Party	Action Item	Due by
Subcommittee Chairs	Submit ATI Annual Subcommittee reports to Chris Diniz for submission to Chancellor's Office	Prior to December 15, 2025
Ydalia Lucio	Update ATI Working Group Charter with revised membership and AV representation	Prior to next meeting
Ydalia Lucio	Re-share ATI Smartsheet and confirm access for all members	Post meeting and prior to next meeting
Alex Slabey & Derek Cheney	Schedule January faculty accessibility trainings (UDOIT / Ally)	January 2026
Dani Solano & Alex Slabey	Develop faculty stipends and training plan for PDF remediation	Spring 2026
ATI IMAP / CAEN	Explore options for student reporting of accessibility concerns	Spring 2026
Chris Diniz	Share ITS email distribution authorization guidelines with ASI	Follow-up