

IT Web Services Advisory Committee
Meeting Minutes
June 9, 2016

Members Attending:

Margaret Fields
Brande Smith
Renato Squindo
TJ Summerford
Wendy Williams
Nicole Yucht

Invited Attendees:

Fedro Zazueta
Anne Allen

The meeting was called to order at 3:00 PM by Fedro Zazueta, who is chairing this month's meeting in Azfar Mian's absence.

A motion was made to approve the minutes. The motion was seconded and approved.

Agenda Topics

- I. Update on Web Policy Subcommittee - Brande Smith:
 - a. Starting to draft electronic accessibility document, (aspirational policy), more general, aligned with government policy. Developing technical and procedural aspects, and an administrative memo to be distributed to deans and others, with recommended operational policy. Still working on drafting a document which will be vetted by the committee.
 - b. Neutral policy will need expertise; looking at other schools, in comparison to what UF is doing. What is being done at other schools varies widely. Areas being looked into are:
 - i. Grant money, (more attractive to administration).
 - ii. Training.
 - iii. The position to oversee accessibility. This is what the government wants. A single point of contact, whether a person or an office and to establish training, to educate faculty and staff.
 - c. Comments: The CIO has said that ADA accessibility falls squarely into UFIT and we need clarity on this. Training is a huge part of this and the CIO has been managing it. A clear policy is needed to make clear what needs to be done to effect change. Not just policy but standards which come with tools and training. Tools needed for the community as a whole to meet compliance. The standard itself and how it will be applied will be difficult. Operational issues, timelines for compliance. Orphan web pages which don't meet the standard. A large piece, the web, is the part that exposes the university. We need to narrow the exposure. Using a Gator One card swipe to gain entry. Courses centrally produced are all fully ADA compliant.

Occasional deviations are detected and corrected. Awareness and education training. Just today an accessibility training course was put up. This effort will be done across the organization, not by a single unit. Training.it.ufl.edu we need to support this, this is what we need to put into place. The ultimate goal is that everything is ADA compliant. The steps we've put into place demonstrate we are engaged in bringing UF to compliance on accessibility. TJ will report to Andy that it's been determined that this falls within the parameters of the CIO's Office. There will be major coordination with the Provost's Office, business centers and University Relations.

II. Policy Approval Process – Committee:

- a. Enterprise-wide, costs, core-campus and out-lying offices. Department chairs, web administrators; the CIO will sit with the council and other constituents, dean's, provosts. Eventually policy is approved/rejected by the CIO's office. For this particular policy we go to the constituent groups for feedback on buy-in and ability. Short policies that people can understand and remember. No different than academic accommodation and barriers being removed from campus. Buildings up to code.
 - i. Shared responsibility.
 - ii. Accountability.
 - iii. Education & training.
- b. General overview of what our obligations are and how we're going to implement these requirements.
- c. Policy to be distributed to at the dean/director/supervisor levels.
- d. Comments on draft: Email access. Targeting specialized groups. This policy applies to everyone. Memo's first & last paragraphs. Need a point of contact. Also include a training link, ada.ufl.edu; (Content Strategy & Training meeting next Friday). We are sending this to multiple audiences, we need to target specific audiences. The memo is important, people will read it. Is this policy statement acceptable? Any concerns, suggestions, modifications? Dictionary of terms on the accessibility website? Additional explanations? Add to the accessibility website? Vagueness is intended. Compliancy w/the standard is the definition of accessibility. This has been a standard for federal agencies, it is now spreading to apply to non-federal agencies. The law is not about disabilities, but about accessibility. UF meets the federal standards; the minimum and the aspirational.
 - i. Motion made to approve the proposal as it, to present to the committee chair, who will take it to the CIO, who may discuss it with the Provost. Motion is approved and seconded.

III. Action Items:

- a. Committee needs discussion on replacing a recently retired, longstanding committee member.
- b. Brande Smith to forward policy to committee chair.
- c. Mandate to Sub-committee, Standards, Tools, Training and Collaboration.

Meeting adjourned at 4:05 PM

Next meeting: August 11, 2016 at 3:00 PM