Meeting Minutes from 24 August 2022

In attendance:

Colleen Donnelly, Thorsten Spehn, Linda Fried, Maureen Melonis, Christine Sargent, Jenny Fox, Mariana Prestigiacomo

Thorsten

1. Vote on Colleen as chair and vote on Linda as vice-chair and secretary. Both affirmed unanimously
2. Minutes from May approved.
3. Jenny Fox is sitting in for Amy this semester.
4. Student group: Colleen thinks this will start this year. A couple of students have expressed interest and the symposium may help to identify a group to get it going.
5. Student assistant for symposium is Stephanie Emilio.
6. Jenny Fox is directing Gabriel Gates’ EdD on an assessment of disabled students’ experiences at UCD that will be available in the spring for us to reference. Gabe and Stephanie will also be taking notes at the symposium.
7. Antonio Farias is supposed to be creating a parallel group to the Hispanic, Asian, and Black groups that report to ESI (Equity Serving Institute) as a Disability Student Group, as a vice chancellor group. DRS will not be involved, but CETL, IT, TPIS, CFDA, student representatives, and the DIS committee, will be part. Colleen is currently tasked with the charge at this time.
8. Funding for the symposium offered from CETL, CLAS DEI, President’s Fund, and Vice Chancellor Antonio Farias
	1. We voted to hold on to extra money from Antonio in case it is needed
	2. We voted to give back the CLAS DIIF money as there are too many restrictions and requirements
9. Noted that there have been many staff changes at Cvent and a few of our speakers/coordinators for the symposium. We are dealing with these bumps in the road.
	1. Symposium registration starts on 22 September. We will need a dry run set up with CART and IT.
10. No other additions to new business

Symposium:

1. Colleen has distributed schedule
2. Maureen discussed how the introductory slide is often a problem, often because the presenters just want to get into their talk,
3. Christine recommended just adding it to chat, as well as putting information about our website. We will do that at the 30 minute mark. These will be added at the 30 minute mark.
	1. Room monitors will add to chat
4. Cohosts will make sure that the opening slide is up, IT (and CART) is running properly, start the introductions, call on any hands that are raised (if there is that method available)
5. Room monitors will provide links, monitor chat, make sure room, IT, etc., is continuing to run properly
6. Open seminars will NOT be recorded, so people will have a safe space to speak. Note: In student open session, the opening slide and opening remarks will need to include this for students only
7. Visual dry run through being set up
8. Session cohost established
9. Look into ASL requirements
10. Registration
	1. Inviting all groups
	2. Not restricted to UCD, but outside persons should be by this group’s invitation only. We must ask that these be limited to 10 people, unless they have Colleen’s permission, due to contract restrictions.
	3. Not fully public because of speech restrictions from keynote presenters
11. Approximate budgeting
	1. IT $1k
	2. Lydia $1k
	3. Carte $4k
	4. Stephanie $1k
12. Updated agenda will be sent out

Additional Business:

1. State starting commission on access
2. Jenny forwarded another name

Next term:

1. Handivan access
2. ADA accommodations
3. Campaign on hidden disabilities