ATI Web Group Meeting Minutes
April 8, 2014, 10 – 11:07 am

Lead by:
Riny Ledgerwood, ETS
Marc Pastor, ITS

In attendance:
Michael Huang, College of Human and Health Services
Ginger Shoulders, College of Arts and Letters
Helen Habermann, UCO
Keith Parks, Student Affairs
Mat Whitney, College of Business
Leigh Cotnoir, School of Art, Design, and Art History
Giselle Domdom, University Relations and Development
Stu Smith, Enrollment Services
Manny Uribe, College of Education
Lisa Heizer, College of Sciences

Marc shared his Web site findings:
• We have 83 days before annual reporting (58 working days).
• Shared statistics of scans based on CSU ATI Requirement standards:
  o 41% (138 websites) scanned using this standard
  o 59% (197 websites) did not
• Shared top ten error and checkpoint results.
• Discussed need to outreach to developers who are not scanning regularly.

Riny covered:

Preliminary audit reports for; Instructional Material, Procurement and Web Areas in need of improvement:
  1) Clear goals
  2) Measures of Success (documentation)
  3) Removing barriers

Auditors were satisfied with our Web site efforts based on our ATI meetings and Road Map plan. As a result the websites were not mentioned in their report.

Overall their findings; ATI effort needs to be driven through upper management to succeed.

• Marc offered to compile a list of web developers and the websites they are responsible for maintaining, starting with the sdsuwebdev list.
• New note: In Compliance Sheriff under ‘Admin’, users can be collected from there as well.
• Lisa Heizer has a list of who last updated Sciences websites.
• Leigh suggested collecting a list of email addresses for those responsible for running scans and automating a process to send email to those not running scans regularity.
BFA organizational changes were mentioned regarding two new AVPs & change in CIO status. This lead to a discussion on how CSU Northridge (CSUN) approached accessibility through the ‘Web-One Initiative’. CSUN had a team with each area represented and created various committees (CMS, Styleguide, etc).

Adding a contact person to every website was discussed without overall consensus. It is problematic for those responsible for excessive amount of websites due to misuse and spam. As an ATI requirement to provide a contact on each website, more discussions are needed on this topic.

Lessons learned about CSUN Conference were shared by: Riny, Manny, Leigh, Helen and Lisa.

We will continue meeting monthly, May 8, 2014 is our next scheduled meeting.