Meeting Minutes
ATI Web Group Meeting
12/03/13, 11:00 a.m. to 12:00 noon in AD-3 Conference Room
Mailing List: atiweb@mail.sdsu.edu

Attendee List:
Riny Ledgerwood, ATI Project Manager
Chris Friedl, UCO
Helen Habermann, UCO
John Ross, Academic Affairs
Marc Pastor, ITS
Jon Rizzo, ITS
Polly Sipper, Enrollment Services
Keven Jeffery, Library
Mat Whitney, College of Business
Ginger Shoulders, College of Arts & Letters
Lisa Heizer, College of Sciences
Kathy Collins, School of Social Work
Keith Parks, Student Affairs
Leigh Cotnoir, School of Art Design & Art History
Manny Uribe, College of Education
Giselle Domdom, URD
Martin Murphy, Aztec Shops
Youngho Jang, Iterwork Institute, Foundation

Meet 1st Tuesday of every month (next meeting January 7, 2014)

Priorities:
- Eliminate false errors
- Rework spreadsheet of known errors & add known fixes
- Educate users with solutions (not just pointing them to WCAG information)
- Created an ATI Web Working Group to make recommendations and solve issues with Marc Pastor as lead

Agreed upon:
- Not to remove checkpoints but to address them.
- Educate management about scan results and errors out of web developers control to fix.
- Work on Road Map to fix errors in the future (address legacy and new sites)
- Research and evaluate content management systems as one of the future solutions

Responsibilities:
- ATI Web Working group – Identify and list errors to tackle. Bring recommendations to the ATI Web group by the January meeting on 1/7/14
- Approved recommendations are to be implemented by the February meeting on 2/4/14
- Chris Friedl – Change status of Compliance Sheriff users into 2 groups; super users (ATI Web Group members) with administrative rights and other users restricted rights
Helen Habermann - Create shared Google document for compiling Website Hosts and CMS used on campus as a repository and sharing expertise (possible future cross department collaborations?)

Giselle, Keith & Manny will compile Dreambox/CMS information and add to Google docs.

Jon Rizzo offered future training for accessible documents and PDFs

Suggestions:
- Alphabetize and include specific error number to scan errors spreadsheet, per Kathy Collins.
- Identify consequences for non-compliant users who refuse to correct their issues, per Ginger Shoulders.
- Possibly create 2 sets of testing environments to tackle different error subsets (e.g. Audit & Development), per Leigh Cotnoir & gather information on department Website host/CMS used.

Notes:
- Riny will purchase hosting space from HiSoftware to test moving back to HiSoftware as hosting solution.
- Compliance Sheriff was upgraded to version 4.2.9.5
- Find larger venue for future meetings