Minutes of the meeting held on Tuesday 14 January 2014 at 10:00 in D/N/130

Present
Tom Stoneham (Chair)
Linda Brosnan (Secretary)
David Swallow
Blayne Parkinson
Thomas Ron

13-14/11 Apologies
Apologies were received from Steve Campbell, Amanda Owen and Julie Allinson

13-14/12 Minutes of the last meeting
The minutes of the meeting held on the 20 September 2013 were approved.

13-14/13 Matters arising

a 13/3 Induction leaflet
It was noted that the link to the Forum web page has changed.

It was agreed that before the leaflet is reprinted all the web links should be checked, updated and shortened.

b 13-14/3 - Update on accessibility testing project (Protea)
It was suggested that Higher York would be asked to add this project to the agenda for their next meeting on the 14 March.
Action - BP

13-14/14 Feedback from the meeting of the Disability and Accessibility Group held on 11 October 2013
The Forum noted the feedback from the Disability and Accessibility Group.

It was noted that the Forum’s preferred option for providing students with computers for examinations would be for IT Services to purchase laptops. The supply of laptops needs to include Macs for students who need to use specialist software.
13-14/15 Update from EDLT

- VLE retendering process

It was reported that the VLE retendering process is nearly complete. In October 2013, three suppliers were asked to provide further information and invited to give a demonstration of their solution. Only one supplier moved to this final stage.

Test scripts were prepared and used for accessibility testing and a number of issues were identified. Some of the issues were linked to regular system updates.

Discussions between the supplier and the University regarding accessibility of the system are ongoing. Satisfactory reassurances have been made by the supplier.

The official announcement about the completion of the retendering process is expected in February.

- VLE Application Manager

It was reported that the current VLE Application Manager will be moving to another role in the Information Directorate. A replacement has been recruited for this role with a proposed start date of mid-April.

- The use of Google applications for e-learning

It was explained that there is a team in IT Services who monitor and support users of Google applications. The number of users who use these applications for e-learning has increased.

It was agreed that the Google applications team would be asked to nominate someone to join the Forum.

Action - LB

13-14/16 Update on accessibility testing project (Protea)

It was reported that six people with disabilities completed accessibility testing on the system that reached the final stage of the VLE re-tendering process. A number of issues were encountered including difficulties uploading files and not being able to input data into text boxes.

The results of the testing were sent to the supplier.

Further accessibility testing is planned.

A case study based on the testing will be made available on the HCI website.
Review of Assisted Technologies

- It was reported that IT Services accessibility pages have been updated with links to commonly used software including Windows, Microsoft Office and Firefox.

- The information on hearing loops in IT classrooms on Heslington East has been updated.

- It was reported that the first meeting of the Information Directorate Disabilities Group took place on the 4 November 2013. The focus of the group is to improve internal processes and procedures within the Information Directorate but to escalate issues, where appropriate, to other University committees.

AOB

Membership of the Group

It was noted that Peter Halls is no longer a member of the Forum.

Action – LB

Assessment Period – week one of Spring Term

The YUSU Disabilities Officer reported that students had not raised any issues during the recent assessment period.

It was noted that ‘Examinations in Progress’ notices were put on the doors of IT Classrooms that were used for examinations during the January Common Assessment Period. This successfully reduced the number of interruptions for students who were using the rooms for examinations.

Dates of future meetings

30 April - 10:00-11:00 in the Carr Room (H/G19)

LB/January 2014