Minutes of the meeting held on Friday 16 September 2016 at 10:00 in LMB/102B

Present
Helen Petrie (Chair)
Linda Brosnan (Secretary)
Matt Cornock
Mike Dunn
Dan Wiggle

16-17/1 Apologies
Apologies were received from Jo Fletcher and James Browne.

16-17/2 Minutes of the meeting held on 29 April 2016
The minutes of the meeting held on 29 April 2016 were approved for publication on the web.

16-17/3 Membership and Terms of Reference
The membership and terms of reference were approved.

It was noted that Dan Wiggle had replaced Amanda Wright as the representative from the Digital Marketing and Communication Team.

During a discussion about the membership of the Forum, it was suggested that a representative from each of the faculties could be invited to join the Forum. This could help to embed e-learning into departments and also give them the opportunity to raise issues.

It was agreed that the Chair would contact the Deans.

Action – Chair

16-17/4 Matters arising
a. Accessibility of the University webpages
The Chair reported that the audit of the main pages on the University website had been started and progress would be reported at the next meeting of the Disability and Accessibility Group in October. The findings would also be discussed with the Digital Marketing and Communications Team.

Action - Chair
b. Accessibility of the VLE

The Chair reported that the accessibility testing on the VLE had not been completed. An update on the testing would be circulated to the Forum and presented to the next meeting of the Disability and Accessibility Group in October.

Action - Chair

16-17/5 Feedback from the Disability and Accessibility Group

- Live captioning at public lectures

The plan to provide this service at one of the ‘Festival of Ideas’ events had been agreed and actioned.

16-17/5 Update from the E-Learning Development Team

- VLE

The VLE was upgraded during the summer and there are no noticeable changes from a user perspective.

- Replay Capture Tender

The Replay Capture system had been upgraded and now includes the functionality to add captioning/manual sub-titling to a recording.

This system is now available in 60 rooms across campus.

- Learning resources

There will be an annual webinar on creating accessible documents in September.

16-17/5 Review of Assistive Technologies

There was no update available for the meeting.

16-17/6 Review of the e-Accessibility leaflet

The attendees had a discussion about the content of this leaflet and the following agreed:

- Revise the second and third paragraphs to give a more positive message.
- Provide a single link at the bottom of the page to further information about e-Accessibility at the University.

Actions:
- Secretary to:
  - Convert the current leaflet into a Google doc and share with members of the Forum for revision.
  - Discuss revisions to the Forum webpage with the Digital Marketing Team.
- All Forum members to comment on the content of the leaflet via the Google doc.

16-17/6 Any other business

a. Feedback from the recent Universal Design 2016 Conference

The Conference was a great success and feedback very positive, nearly 200 delegates attended including approximately 14 wheelchair users, 5 blind delegates and 5 hearing impaired delegates. This was a very good “stress test” for the Ron Cook Hub, where the conference was held. There were some issues raised about the venue and its facilities:

- Infra-red assisted listening system
  - The conference organisers received complaints about the assisted listening facilities in the building. It was explained that an infra-red system is installed in all rooms in the building, except for two that had induction loops installed. The Audio Visual Team are aware of the issues with the infra-red system and plan to install induction loops when rooms in the building are updated/refurbished. There is also a particular problem in the Lakehouse (RCH248/250), a room which can be split in two, but the assisted listening system broadcasts to both rooms.

- Accessible equipment for presenters
  - Concerns were raised about the provision of accessible facilities for mobility impaired presenters in the building. All the rooms used for the conference had presentation lecterns that were not height adjustable and temporary alternative arrangements had to be put in place. For example, a small table next to the lectern for the presenter’s laptop and/or the assistance of a non-disabled person to progress the slides through the presentation. However, this meant that the microphone on the lectern and the assisted listening systems could not be used by the presenter. This issue has serious implications for any teaching staff who use wheelchairs or have issues with standing for the whole length of a teaching session (which can be up to 2 hours).

- Signage within the RCH
  - Complaints received about the signage that meant conference delegates got lost and arrived late for sessions.

- Main lecture theatre - RCH /037
  - A suggestion was made that this could be named in a similar way to other lecture theatres on campus, for example, the Bowland Lecture Theatre in the Berrick Saul Building.
There were some problems accommodating wheelchair users in this lecture theatre. The room does have flexible seating in the first row but this is often taken by non-disabled people. It was suggested that there should be discreet signage added to show that this seating is reserved for disabled attendees.

- Main entrance to the Ron Cooke Hub
  - Some of the delegates commented that the main entrance to the building was not inclusive as it had a revolving door and separate power assisted one for disabled users. It was felt that there should be one sliding door for everyone to use.

b. DSA Working Group

A member of the Forum asked if there was an update on the work of the DSA Working Group and in particular the Draft Policy on Inclusive Teaching and Learning. It was explained that this had been delayed but there were discussions taking place about how to move this work forward.

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