



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

Commissions for Disability  
*Meeting Minutes*  
May 17, 2021 – 1:30-3:00 p.m.

Attendees: Co- Chair Dr. Rob Spirko, Co-Chair Jill Malolepszy, Dr. Janelle Coleman, Dave Ndiaye, Dr. Elizabeth MacTavish, Dr. Emma Burgin, Dr. Heather Hartman, Tarah Keeler, Dr. Eric Moore, Stephanie Cook, Dr. Talisha Adams

**1. Introduction and Minutes Approval**

- a. The Co-Chairs called the meeting to order.
- b. Meeting minutes were approved from the April 19, 2021 Commission meeting

**2. Updates from Co-Chairs**

- a. Co-Chair Malolepszy provided two updates. She first updated the group on the hiring process for the new Associate Vice Chancellor/Director of OED. They are beginning to review applications with an ambitious hiring deadline to have somebody by July 1st. She also discussed an emerging theme around the upcoming June 1st return to campus and concerns for the wellbeing of our campus community, many of whom lost loved ones during the pandemic. The Co-Chairs have an idea of putting some kind of statement on our website recognizing the challenges of this new transition period.
- b. Tarah Keeler highlighted EAP resources and events that will be happening during this transition period.
- c. Stephanie Cook advertised a lecture from Cherokee Health during the Mayor's Council for Disability Issues' meeting in June. This lecture is aimed towards healthy reentry for individuals with disabilities and that are all welcome to attend. Emma Burgin offered to make a connection with the Counselor Education department.
- d. The Co-Chairs gained support from members to workshop a statement and a draft of that message will be sent out to members to review once it is written.
- e. Co-Chair Spirko gave an update about recent discussions on Commission communication strategies like launching a social media presence. DDE is in the process of hiring a Communications Coordinator for the Commissions. It's important to think about a coherent strategy for what kind of social media presence our Commission would like to have.

**3. Subcommittee Breakout Debrief and Discussion**

- a. Subcommittees went to breakout rooms to give groups a chance to communicate to wrap up the year and begin to discuss goals the Commission should strive to achieve next year.
- b. The subcommittees returned and reported the following subcommittee-specific action items



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- i. Members and Co-Chairs discussed the importance of communicating among departments about the importance of flexibility for diverse groups, including the disability community, next year as we transition back to campus.
- ii. Membership: Applications for Commission membership will be open until May 21st. After that, the membership committee will go through applications and submit those names to the Co-Chairs.
- iii. Communications: Dr. Burgin and Dr. McTavish met before the meeting to discuss the website resources. During the breakout room, they talked with Dr. Spirko about creating a plan of what should and should not be communicated on the website.
- iv. Equity and Policy: Dave Ndiaye shared that the subcommittee had Heather was able to get updates about accessibility initiatives that have been implemented since the 2015 report and noted some areas that need further updating since then. The group will work towards filling those gaps especially as it pertains to software accessibility for employees with disabilities. The group discussed what format to present the data to eventually share with the Chancellor's office and how Commission members should review the information before submitting to the Chancellor's office.

**4. Accessible Education Materials Quality Indicators**

- a. Dr. Moore shared that the National Center for Accessible Education Materials have published great information about creating accessible educational materials. He shared their website that includes a downloadable guide that highlights seven quality indicators for creating accessible education materials. .

**5. The Co-Chairs thanked members for their dedication and wished everybody a healthy and happy summer! Next meeting will be in September.**