

Accessibility & Disability Action Planning Team (ADAPT)

University Operations – Administrative

CWU Policy 203-13

Effective: February 20, 2019

Policy Review Date: 2028

Policy Executive: Chief of Staff

Responsible Office/Unit: Office of Civil Rights Compliance

Policy Statement:

Applicability:

Content:

Policy

Appendix A - University Committees, Councils, Task Forces and Teams Procedures

(1) Accessibility & Disability Action Planning Team (ADAPT)

- A. The committee reports to the President, through the Director of Civil Rights Compliance.
- B. The purpose of the committee is to provide advocacy and advice to the university on matters related to accessibility (academic classes, programs, services, activities, facilities, etc.) and equal opportunity. ADAPT advises the entire university community on disability matters as they relate to students, faculty, staff, and the general public.

(2) Committee responsibilities include (but are not limited to):

- A. Create a continuous environmental scan of accessibility enterprise-wide by using self-examination tools;
- B. Educate the entire university community regarding policies and processes for meeting the needs of persons with disabilities in university programs and services;
- C. Develop and recommend policies and procedures pertaining to accessibility throughout the university, including university centers, information and data accessibility, procurement and maintenance of accessible technology;

- D. Establish necessary policy and procedure framework to ensure all covered technology is accessible and usable by individuals with disabilities;
- E. Review, and recommend for approval, exceptions to Accessibility Technology Policy and Procedures;
- F. Collaborate with Disability Services and other related university departments and programs to develop and maintain accessibility website;
- G. Review and make recommendations regarding physical spaces and issues pertaining to mobility access;
- H. Evaluate, assess needs and plans to ensure compliance with Washington State and federal laws, rules, and regulations (e.g. Washington State Policy #188)
- I. Coordinate with other enterprise-wide committees including Information Technology Governance Committee, Enterprise Facilities Committee, President’s Budget Advisory Committee, and Equal Opportunity Committee.

(3) Membership:

- A. 14 ex-officio voting members, including the following or designee:
 - 1. Representative, Academic Department Chair Association (ADCO)
 - 2. Director, Business Services and Contracts
 - 3. Associate Vice President, Campus Planning and Facilities Management
 - 4. Representative, Extended Learning and Outreach
 - 5. Representative, Faculty Senate Executive Committee
 - 6. Executive Director, Human Resources
 - 7. Chief Information Office, Information Services and Security
 - 8. Representative, Marketing and Communication
 - 9. Manager, Student Disability Services
 - 10. Library Faculty, Student Engagement and Community Outreach
 - 11. Representative, Multimodal Learning
 - 12. Representative, Student Success
 - 13. Representative, Employee Council
 - 14. Representative, Exempt Employees Association
- B. Three members to be appointed:
 - 1. Faculty (1)
 - 2. Students (2)
- C. Other non-voting members may be added at the committee’s discretion to meet situational circumstances.

History:

Responsibility: Business & Financial Affairs; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 02/20/2019; Approved by: James L. Gaudino, President]
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-60-10, June 2025
Attached Procedure CWUR 1-60-120 as Appendix A, June 2025
May 5, 2026 – Housekeeping updates – Approved by: Dania Cochran, Policy Executive.

Appendix A - University Committees, Councils, Task Forces and Teams Procedures

(1) Standing Committees

- A. Proposals to add, revise, or eliminate a committee are presented to the President's Cabinet by the appropriate vice president or chief of staff (if the committee carries shared responsibility across divisions) for review and recommendation to the president and submittal to the university policy advisory committee. All committees will be reviewed every other year by the Chief of Staff for continued need and appropriateness.
- B. Membership:
1. Solicitation of Committee Members: At the beginning of winter quarter each year, the appropriate vice president or chief of staff will send to the faculty senate, division heads, the employee council, the associated students of Central Washington University, and/or the exempt employees association a list of standing committees with membership and current terms. The request shall include a statement of the purpose for the committee and schedule of meetings. Each group will be asked to solicit names of those interested in serving beginning in fall quarter in open seats appropriate to each group. When appropriate, external community leaders will be asked to participate on committees.
 2. Prioritization of Candidates: Each employee group will develop a list of candidates for each applicable position, prioritize the names, and submit the list to the vice president or chief of staff by the end of winter quarter.
 3. Terms of Office: Terms of office for appointed committee members will normally be three years, unless otherwise designated by the committee, except that student members will serve one-year terms. Terms of office will be staggered among members of a committee to ensure continuity of membership on each committee.
 4. Notifying Appointees: For each committee, the person to whom the committee reports will notify all new members of their appointment no later than May 1, specifying the committee's purpose and noting who will convene the meeting.
 5. Mid-Year Vacancies: In the case of mid-year vacancies, replacements will be drawn from the rank ordered lists provided at the beginning of the year. If no additional names are available, the person to whom the committee reports will notify the appropriate employee/student group(s) or division and ask for two names to consider for the vacancy. The same process as described above will be followed in the selection of replacements. The person to whom the committee reports will write the letter of notification of appointment.
 6. Names of members will be provided to the president's office no later than May 15 of each year for updating to the committee web page.
- C. Meetings:
1. The university official to whom the committee reports is responsible for convening the committee at the end of each academic year during the month of May for transitioning new members onto the committee and presenting the committee with its charge for the upcoming academic year. Unless an ex-officio member is designated to serve as chair, a committee

chair will be elected at the last meeting of the academic year, normally in May. All committee members are voting members unless otherwise noted.

2. The chair or his/her designee will be responsible for leading the committee to develop goals, objectives, and strategies to accomplish the charge.
3. A record of agendas, minutes reflecting official decisions of the committee and significant documents shall be maintained by the committee chair.
4. Robert's Rules of Order (latest edition) will be the recommended standard manual of parliamentary procedure for university committee meetings if issues of procedure arise.
5. Regular attendance is expected of all members. If any committee member consistently misses meetings, the committee member may be replaced.
6. The committee chair shall submit an end-of-year report to the university official to whom the committee reports by June 30. That report should reflect the accomplished goals/objectives with recommendations for the following year's committee. This report will be submitted in the committee notebook in addition to copies of the agendas, minutes, and attendance records of the committee meetings. The notebook will be provided to the president for review annually. The university official will be responsible for maintaining the yearly reports and having them readily accessible if requested.
7. Committees shall meet as needed, normally at least quarterly unless otherwise designated.
8. Each committee will identify a support person for the committee, either a committee member or some other agreed to position.

(2) Councils, Task Forces and Teams:

- A. All councils, task forces and teams currently configured or which have been in operation during the previous fiscal year will be reported to the Chief of Staff no later than July 31 of each year for the fiscal year July 1 through June 30. A short narrative will be provided with each providing the intent, outcome, membership and if still in operation, the expected outcomes for the coming fiscal year.
- B. Councils
 1. Solicitation of Council Members: At the beginning of winter quarter each year, the appropriate vice president or chief of staff will send to the faculty senate, division heads, the employee council, the associated students of Central Washington University, and/or the exempt employees association a list of standing councils with membership and current terms. The request shall include a statement of the purpose for the council and schedule of meetings. Each group will be asked to solicit names of those interested in serving beginning in fall quarter in open seats appropriate to each group. When appropriate, external community leaders will be asked to participate on councils.
 2. Prioritization of Candidates: Each group will develop a list of candidates for each applicable position, prioritize the names, and submit the list to the vice president or chief of staff by the end of winter quarter.

3. Each college, department or division will develop appropriate mission statement, guidelines, policies and/or procedures for each council to include membership requirements that will be submitted for review by the president's cabinet for final approval by the appropriate vice president or chief of staff.
4. Membership appointment is conferred by the respective vice president or chief of staff and should be inclusive across divisions, staff groups and with student representation, when appropriate.

C. Task Forces

1. Task force guidelines / charge are developed by the particular college, department or division and approved by the appropriate vice president, chief of staff or president.
2. Membership appointments are conferred by the respective vice president, chief of staff or president and should be inclusive across divisions, staff groups and with student representation, when appropriate. Faculty members for any task force will be solicited by the respective task force.

D. Teams

1. Team guidelines / charge are developed by the particular college, department or division and approved by the appropriate vice president, chief of staff or president.
2. Membership appointments are conferred by the respective vice president, chief of staff or president and should be inclusive across divisions, staff groups and with student representation, when appropriate. Faculty members for any team will be solicited by the respective team.

(3) Faculty Representation on Committees, Councils, Task Forces or Teams

- A. Any compensation agreed to for faculty members expected to participate during the summer that are not already performing duties at this time will be borne by the respective task force's department, division or college.
- B. Members solicited from faculty senate will be sent to the provost for submittal to the appropriate committee or council.
- C. Service on any committee, council or task force will be considered part of the service requirements and considered during the promotion and tenure review.
- D. Faculty filling seats on university committees, councils, and task forces will report to the Faculty Senate according to requirements established by the Senate.