Summary Notes

Attendees: Cheryl Ash, Megan Currie, Bowen Hui, Skye Mooney, Kim Partanen, Darcy Siemens, Deanna Simmons, Barbara Sobol

Regrets: Mary Ellen Gabias, Carolyn MacHardy

Minutes: Kim Partanen

1. Software licensing
   a. Discussed the future possibility of institution wide licensing for some of the more popular software in the lab
   b. Will look at lab stats to see which software is being used the most

2. Renovation
   a. Looked at images of the proposed layout for the lab to be completed over the summer
   b. Questions arose regarding the accessibility of pod seating
   c. Talked about having a ‘sound proof’ room incorporated into the space for Dragon dictation and students working with tutors

3. Staffing
   a. Staffing of the lab for the 2016/17 school year is needed
   b. A job description will be submitted for classification

4. Measuring success
   a. In the coming months statistics for room and software usage will be gathered and a survey will go out to Disability Resource Centre students
   b. Discussed the different ways that students are making use of the space
   c. Workshops so far have not been attended, but a Library Guide is being developed with training materials for students. Recommendation to include videos of software benefits.

5. Lab ideas
   a. Tactile printing (stereo copier) for the lab
   b. Touch screen all in one PC’s
   c. Tactile map of campus