ADA Accessibility Committee Charter

Committee Charge
Review and address and systemic ADA accessibility needs and issues that arise at UTSA.

Membership
Committee members were appointed by the President. The committee is comprised of sixteen (16) representatives from the following areas.

1. ADA Coordinator, Chair
2. Academic Affairs
3. Research
4. Student Affairs
5. Extended Education/Community Services
6. Student Disability Services
7. Business Auxiliary Services
8. Office of Facilities
9. Office of Student Life
10. Office of Information Technology
11. Office of Institutional Compliance and Risk Services
12. Library
13. Downtown Student Affairs
14. Human Resources
15. Space Utilization
16. Legal Affairs (ex officio)

Authority of Committee
The ADA committee serves in an advisory capacity and makes recommendations to the President of The University of Texas at San Antonio as necessary in order to coordinate and improve the University’s efforts to provide programs, activities, and facilities that are accessible in accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008.

Meetings
The Committee will meet as requested by the Chair but at least once per long semester and once during the summer. Meetings will be scheduled by the ADA Coordinator, meeting minutes taken and distributed to committee members for approval. The committee chair has the authority to invite subject area experts to review and offer suggestions on pending issues before the committee. Committee members are expected to attend meetings. Excessive absences, defined as either three consecutive or 3 non-consecutive absences within one calendar year, may lead to the removal of the ADA Accessibility
committee member and a request made to the Committee on Committees for a replacement at the discretion of the Chair. Members may submit requests for excused absence to the Committee Chair prior to any scheduled meeting.

Issues
As issues are brought to the Committee Chair by the campus community, they may be placed on the agenda for discussion and development of a recommendation for administration for prescribed action.

Voting
Voting on recommendations can only occur when a quorum is present. A quorum will be considered 50% of voting members plus 1 to include the Committee Chair, or designee. Only Committee members or approved alternates have a right to vote and if present are encouraged to vote, unless the item presents a conflict of interest. All votes shall be decided by a majority of those in attendance and show of hands. The Chair may initiate an asynchronous vote through e-mail in the absence of a quorum.