

# **CALIFORNIA STATE UNIVERSITY, FULLERTON**

Accessible Technology Initiative (ATI)  
Plan 2020 - 2023

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Authored by the ATI Steering Committee Members for the Academic  
Year of 2019-2020

This is a comprehensive plan covering Instructional Materials, ICT Procurement, and Web Accessibility Priority Areas reportable on the ATI Annual Report to the CSU Chancellor's Office.

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## **Background**

In 1973, Congress adopted the Rehabilitation Act, prohibiting discrimination based on disability and ensuring equal opportunity for people with disabilities at any federal agency, including any program or institution that receives federal funds. Section 504 of the Rehabilitation Act ensures certain civil rights for people with disabilities, including access to federally funded programs or activities. In June 1977, the federal government issued regulations implementing Section 504, and in response, California State University (CSU) campuses prepared self-evaluations identifying the steps that would ensure that students with disabilities had equal access to educational opportunities.

In 1990, the federal government enacted the Americans with Disabilities Act (ADA), which reaffirmed Section 504 of the Rehabilitation Act of 1973 and extended the discrimination prohibition to businesses and organizations that do not receive federal funds. The ADA also detailed additional criteria in the areas of employment, new construction or renovation, transportation, and telecommunications; and for public entities that employ 50 or more people; it required the appointment of an ADA coordinator, a self-evaluation, and a transition plan to itemize compliance steps.

In August 1998, President Bill Clinton signed into law the Rehabilitation Act Amendments of 1998. Among other things, the law requires federally funded programs and services to provide people with disabilities access to electronic and information technology. It also strengthened Section 508 of the Rehabilitation Act, which was enacted to eliminate barriers in information technology, make new opportunities available for people with disabilities, and encourage development of technologies that will help achieve these goals. The law applies to all federal agencies, which must ensure that any electronic and information technology that is developed, procured, maintained, or used is accessible to employees and members of the public with disabilities. Section 508 also describes various means for

disseminating information, including computers, software, and electronic office equipment. It applies to, but is not solely focused on, federal web pages on the Internet. The law does not apply to private industry or state and local government, but those entities must comply with the law if they are receiving federal funds or under contract with a federal agency. Government Code §11135 requires the CSU and other state governmental entities to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended.

In 2004, the CSU implemented Executive Order 926 *Policy on Disability Support and Accommodations*, to make information technology resources and services accessible to all CSU students, faculty, and staff, as well as the general public. Concurrently, the CSU developed the Center for Accessible Media to help expedite the delivery of electronic instructional texts to eligible CSU students with disabilities. In January 2006, the CSU launched its Accessible Technology Initiative (ATI) in order to develop the work plan, guidance, and resources to assist campuses in carrying out the accessible technology (AT) provisions of its revised *Policy on Disability Support and Accommodations*. CSU ATI plans are continuously developing and were revised and extended through policy every year starting from 2007 based on experiences reported by the campuses and the understanding that ATI requirements and milestones should be flexible, allowing campuses to follow different plans for accomplishing them. It is anticipated that the ATI will continue to evolve as new needs are identified.

In January 2013, the CSU issued Coded memorandum Academic Affairs 2013-3, *Accessible Technology Initiative*, to provide campuses with guidance for implementing AT. The memorandum establishes responsibilities and outlines overall governance, specified project planning, and established implementation timelines.

In 2018 the Chancellor's Office released an updated Executive Order 1111, *Policy on Disability Support and Accommodations*, which supersedes Executive Order 926.

## **Accessible Technology Initiative at CSU, Fullerton**

California State University, Fullerton (CSUF) is committed to providing an inclusive environment that ensures campus information technology and resources are accessible to *all students, faculty, staff, and the general public*, regardless of disability. This is a shared responsibility that cuts across the campus and requires ongoing, overall institutional attention and commitment for its success.

The Accessible Technology Initiative (ATI) at CSUF adheres to the California State University (CSU) system wide mandate to provide access, which is articulated in Executive Order 926 and 1111, the CSU Board of Trustees Policy on Disability Support and Accommodations and supported by CSU coded memorandums AA-2007-04 and AA-2013-03.

Successful implementation of the ATI at CSUF requires collaboration among faculty, disability resource centers, bookstores, academic and student services departments, academic technology and other institutional staff, and students with disabilities. Oversight for ATI implementation is the responsibility of the ATI Executive Sponsor and the ATI Steering Committee.





## **Roles and Responsibilities**

### **ATI Executive Sponsor**

The campus Executive Sponsor [or delegate], working with the campus ATI Steering Committee, reviews and updates the ATI Campus Plan to guide its implementation. The Plan indicates the specific success indicators the campus will focus its efforts on across the 3 priority areas [instructional materials, web, and procurement]. The executive sponsor communicates recommendations from the ATI Steering Committee to the University President.

The executive sponsor also leads the ATI implementation effort through the following activities:

- Conduct regular ATI Steering Committee meetings no less than twice per year.
- Ensure that the Committee membership is comprised of all key stakeholder groups and includes members with appropriate experience and expertise to inform decision-making.
- Engage in a periodic administrative review process with the Committee regarding challenges, milestones, resources, and document ongoing progress.
- Monitor, leverage, and implement deliverables from system wide ATI activities that will advance campus efforts.
- Ensure that Committee members monitor, participate in, and contribute to “Community of Practice” activities.
- Channel communications from the CSU Chancellor’s Office to appropriate parties on campus.
- Act as the signature of authority on ATI policies.

## **ATI Steering Committee**

The ATI Steering Committee oversees the ATI implementation including reviewing and revising the ATI Campus Plan, implementing projects and activities to meet ATI goals, and documenting progress toward these goals using the CSU ATI Annual Report process. The committee monitors compliance, is an advocate for the initiative, communicates the initiative to their respective areas, and makes recommendations to the Executive Sponsor. The Committee membership is comprised of all key stakeholder groups and includes members with appropriate experience and expertise to make informed decisions.

## **ATI Support Teams**

The CSUF ATI Steering Committee includes three teams that work together with the campus community to accomplish goals in ATI priority areas:

**Instructional Materials team:** provides resources, tools, training and expertise to faculty and staff to ensure that all documents and media are accessible to all.

**Procurement team:** provides resources, tools, training and expertise to employees and vendors to ensure that all Information and Communication Technology (ICT) products and services purchased for the University are accessible to all.

**Web team:** provides resources, tools, training and expertise to faculty and staff to ensure that all University and auxiliary websites are accessible to all.

## **Comprehensive Accessible Technology Initiative (ATI) Campus Plan Writing Process**

The ATI Campus Plan, with the effective date of April XX, 2020, is the continuation of rewriting an outdated ATI Campus Plans (Instructional Materials, ICT Procurement, and Web Accessibility). As the ATI Steering Committee is responsible for reviewing and revising the ATI Campus Plan, the members were committed to reviewing the first pass of the updated plan in April, 2020, and defining Key Plans listed in this plan.

As this is a multiyear plan, the ATI Steering Committee will review this plan at the beginning of each academic year and publish any revisions to the plan with a current effective date. Upon reviewing this plan annually, the ATI Steering Committee will propose recommendations for implementation to the ATI Executive Sponsor. In academic year 2023-2024, the committee will write the plan for the following four years.

This plan is the response to the ATI audit observation provided by the CSU Chancellor's Office on February 24, 2020 (Audit Report 19-91). CSUF is hereby conforming to the requirements stated by Coded memorandum Academic Affairs (AA) 2013-03, Accessible Technology Initiative, and its amendment, AA-2015-22.



# Goals, Success Indicators, Key Plans, and Key Accomplishments

## ATI Instructional Materials Accessibility Plan

### Goal 1: Timely Adoption

The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

#### Success Indicators:

- 1.1 Campus has formally documented (e.g. Policy, Resolution or Procedure) a process to ensure the timely adoption of textbooks and other instructional materials. [Commitment]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.2 Campus has developed capacity (e.g. established practices, specified staff time, educational/training resources, and/or technology) to achieve compliance with timely adoption. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.4 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM by established campus deadline. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.5 Campus has established a process to distribute performance reports regarding timely adoptions to campus administration at least annually. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 2: Identification of IM for Late-Hire Faculty**

The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

Success Indicators:

- 2.1 All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.3 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM for late-hire adoptions. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.4 Campus has established a process to distribute performance reports regarding timely, late-hire adoptions to campus administration at least annually.

Reported Status for 2018-2019: Established - No changes planned in 2020

### **Goal 3: Early Identification of Students with Disabilities**

The campus has implemented a comprehensive plan to ensure that students with disabilities are identified and able to request alternate media materials in a timely manner.

Reported Status for this Goal in AY 2018-2019: Managed - No changes planned for this goal in 2020.

Success Indicators:

- 3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]

Reported Status for 2018-2019: Managed - No changes planned in 2020

- 3.2 Campus has implemented a system to track early registration usage by alternate media-eligible students (intended to provide alternate media programs with sufficient time to produce alternate media as well as to document student conformance with alternate media submissions procedures). [Measurement]

Reported Status for 2018-2019: Managed - No changes planned in 2020

- 3.3 Campus has implemented a system that allows alternate media requests to be submitted without appearing in-person during regular business hours (e.g. web-based forms, integration with student registration portal). [Ability]

Reported Status for 2018-2019: Managed - No changes planned in 2020

- 3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]

Reported Status for 2018-2019: Managed - No changes planned in 2020

- 3.5 Campus has developed specific measures of success for early identification of students with disabilities (e.g., percentage of eligible students who utilize early registration) and implemented a system to track these measures. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

#### **Goal 4: Faculty Use of LMS (or non-LMS) Course Websites**

The campus has implemented policies and procedures to promote the posting of all required curricular and instructional resources (including print-based and multimedia materials) in a central, accessible electronic location.

While it is anticipated that most campuses will use the LMS to meet this goal, other structures (e.g. Web Content Management Systems or other online delivery methods) that provide similar functionality and are accessible, may serve as appropriate equivalents to the LMS

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 4.9.



**Success Indicators:**

- 4.1 Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the posting of instructional materials to a central, electronic location (e.g. LMS, lecture capture system, course website). [Commitment]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS (or other central, electronic product). [Commitment]

Reported Status for 2018-2019: Managed - No changes planned in 2020

- 4.4 Campus has implemented procedures to accelerate the delivery of alternate media materials to improve timeliness (e.g. electronic delivery via campus LMS or FTP). [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.5 Campus has implemented a procedure that provides alternate media production staff with timely access to instructional materials within the central electronic location. [Ability]

Reported Status for 2018-2019: Managed - No changes planned in 2020

- 4.7 Campus has established a process to review vendor documentation and/or conduct product testing to determine the accessibility support provided by the central, electronic location (e.g. LMS, lecture capture system, course website). [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.8 Campus has established a process to periodically request and review updated vendor documentation and/or conduct updated product testing for the central, electronic location. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.9 Campus has developed an Equally Effective Alternate Access Plan (EEAAP) that addresses how the campus will ensure equal access for individuals with disabilities to IM stored within the central, electronic location. [Measurement]

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Update ATI Website with Information about Blackboard Ally
- Update ATI Website with Information about DSS Services available on campus

- 4.10 Campus has established a process to measure the extent to which IM are posted to the central, electronic location. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

### **Goal 5: Accessibility Requirements for Multimedia**

The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the adoption process for all multimedia-based instructional resources.

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 5.1.

**Success Indicators:**

- 5.1 Campus has developed and implemented accessibility requirements for selecting and adopting multimedia curricular materials (e.g. requirements for captions, transcripts, audio description, accessible web players). [Commitment]

Reported Status for 2018-2019: Established

**2020 Key Plan for Improvements:**

- Design training to support faculty in creating accessible instructional materials
- Work with Titan Shops, Disability Support Services, and the library to identify vendor product accessibility
- Ask IT Leadership and Academic Affairs Leadership to send out a reminder email about selection of IM Faculty Selection of Instructional Materials UPS 300.011

- 5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.3 Campus has established a process to inventory existing multimedia content including usage data. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.6 Campus has specified staff for addressing the accessibility of existing and planned multimedia content. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.7 Campus has acquired tools for addressing the accessibility of existing and planned multimedia content. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.8 Campus has established work space for addressing the accessibility of existing and planned multimedia content. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.9 Campus has specified staff to coordinate with post-production captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.10 Campus has specified staff to coordinate with real-time captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 6: Accessibility Requirements for Curricular Review and Approval**

The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.

Reported Status for this Goal in AY 2018-2019: Established

Two change are planned for this Goal in 2020. Please see Success Indicator 6.4 and 6.5

**Success Indicators:**

- 6.2 Campus has established accessibility standards or guidelines for selecting, authoring, and procuring curricular materials (e.g. documents, videos, web/mobile applications). Example: Course Accessibility Checklist.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.4 Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]

Reported Status for 2018-2019: Defined

**2020 Key Plan for Improvements:**

- This item requires a multi-year effort depending on the approval of the Academic Senate. Therefore, this term's plan is to request this item as an agenda item for the Senate IT committee

- 6.5 Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement]

Reported Status for 2018-2019: Defined

**2020 Key Plan for Improvements:**

- This item requires a multi-year effort depending on the approval of the Academic Senate. Therefore, this term's plan is to request this item as an agenda item for the Senate IT committee

- 6.6 Campus has established a process to track courses that have been reviewed/ revised for accessibility support. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 7: Supporting Faculty Creation of Accessible IM**

The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 7.7

Success Indicators:

- 7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.5 Campus has established a procedure and provided associated tools to allow faculty and/or instructional staff to verify the accessibility of curricular content. [Ability]

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- The ATC will offer scheduled for Blackboard Ally
- The ATC will offer scheduled training for accessibility checkers built into MS Office and Adobe Acrobat

- 7.7 Campus provides access to technology to support faculty creation of accessible instructional materials (e.g. workstations, software, scanners) [Ability]

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- The ATC is to provide workstations and software for the creation of accessible instructional materials
- Campus will use Blackboard Ally and Grackle Docs to support faculty in the creation accessible materials (additional software will be added if necessary)

- 7.8 Campus provides personnel resources (e.g. instructional designers, lab technicians, and student assistants) necessary to support faculty creation of accessible instructional materials. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.9 Campus has established a process to provide digital copies of course readers to alternate media production staff upon request. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.10 Campus has established a process to provide digital copies of library electronic reserves to alternate media production staff upon request. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 8: Communication Process and Training Plan**

The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.

Reported Status for this Goal in AY 2018-2019: Established

Three changes are planned for this Goal in 2020. Please see Success Indicator 8.1, 8.8, and 8.10

Success Indicators:

- 8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- FDC Newsletters will provide ATI tips
- Presentations will be offered during Techday (rescheduled to October 22, 2020)
- Presentation will be offered at the Campus Tech Meetings

- 8.3 Campus has developed and disseminated a variety of training materials, both in content and modality (e.g. quick use guides, workshops, FAQ), for selecting, authoring, procuring, and distributing accessible instructional materials. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020



- 8.5 Campus is tracking participation in training activities and usage of training materials for accessible authoring, conversion, and delivery of curricular materials (e.g. number of workshop attendees, number of users who download templates, or watch training videos) . [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 8.7 Campus provides personnel necessary to support the awareness campaign. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 8.8 Campus provides resources necessary to support the development of awareness campaign. [Ability]

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Staff will be assigned to ATI Awareness Campaign
- ATI Staff will work closely with OET, FDC, DSS, Library, and FSS to create awareness
- Advocate for an accessibility center which would include more staff to support these effort

- 8.9 Campus provides personnel necessary to support the training activities. [Ability]

Reported Status for 2018-2019: Established - No changes planned in 2020

- 8.10 Campus provides resources necessary to support the development and delivery of training activities. [Ability]

Reported Status for 2018-2019: Established

**2020 Key Plan for Improvements:**

- Staff shall be assigned to provide training to campus community
- Accessibility Training can be requested via ATI Website
- Advocate for an accessibility center which would include more staff to support these effort

8.11 Campus has integrated accessibility into faculty orientations [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

**Goal 9: Process Indicators**

Campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

**Success Indicators:**

9.1 Campus IMAP committee membership consists of stakeholders from all key units (Student Affairs, Academic Senate, Curriculum Committee, Academic Technology, Library) as well as faculty, staff and students. [Commitment]

Reported Status for 2018-2019: Established - No changes planned in 2020

9.3 Campus has established a process to review and revise the campus ATI Instructional Materials plan on an annual basis. [Measurement]

Reported Status for 2018-2019: Established - No changes planned in 2020

## **ATI Instructional Materials Accomplishments**

### **Key Accomplishments for AY 2020**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2020 and the submission of the annual ATI Reports to the Chancellors Office (November 2020).

### **Key Accomplishments for AY 2021**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2021 and the submission of the annual ATI Reports to the Chancellors Office (November 2021).

### **Key Accomplishments for AY 2022**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2022 and the submission of the annual ATI Reports to the Chancellors Office (November 2022).

### **Key Accomplishments for AY 2023**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2023 and the submission of the annual ATI Reports to the Chancellors Office (November 2023).

## **ATI Information Communication Technology (ICT) Procurement Plan**

### **Goal 1: Procurement Procedures**

An ATI Electronic and Information Technology E&IT Procurement Plan, documents, forms, and other materials to support 508 procurements at the campus are created and published.

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 1.1

Success Indicators:

#### **1.1 Developed and published an Accessible ATI E&IT Procurement Plan**

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Review and update ATI Procurement website for important changes
- Review and update IT Purchasing website for important changes
- Updated ATI Procurement and IT Purchasing site to be congruent in message

#### **1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements**

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.3 Developed a procedure for procuring E&IT products based on the product/service impact criteria.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.4 Developed a documented process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs)

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 2: Staffing or role definition**

ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

### **Success Indicators:**

- 2.1 Established a group that meets on a regular basis to discuss accessible procurement topics

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.2 Identified contact person(s) and process for E&TI product/service provider, purchase requestors, and staff to ask questions about procurements.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.3 Documented in writing who is responsible for each component of the accessible procurement process (e.g., Who does the purchase request? Who interacts with the EIT product/service provider on accessibility questions? Who does the accessibility evaluation of the product?).

Reported Status for 2018-2019: Established - No changes planned in 2020

### **Goal 3: Exemptions Process**

A well-documented process has been established and is used for exemptions to E&IT procurements.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

Success Indicators:

- 3.1 Established a process for approving exemptions.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.2 Documented the exemption process, posted it on public website, and have communicated process to campus

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.4 Established a follow-up process for communicating with EIT product/service provider and purchase requesters when a procurement is moved forward without total resolution of the accessibility status of the product.

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 4: Equally Effective Access Plans**

Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 4.1

Success Indicators:

- 4.1 Documented a process that outlines when an equally effective access plan is necessary

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Write and Expand on the current process when an EEAAP is necessary
- Copy existing EEAAP information from IT purchasing site to ATI website
- Expand the reason why EEAAPs are needed for the campus procurement process
- All updated content related to ATI is going to be referred from the IT purchasing website to the ATI website

- 4.2 Established a process with roles assigned for all parts of creating an equally effective alternate access plan.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.3 Established a process that tracks how many equally effective alternate access plans have been created.

Reported Status for 2018-2019: Established - No changes planned in 2020



- 4.4 Established a process to ensure that accommodations were provided.

Reported Status for 2018-2019: Established - No changes planned in 2020

### **Goal 5: Training**

All parties involved in E&IT procurement have been trained, and a continual training program is in place.

Reported Status for this Goal in AY 2018-2019: Established

Three changes are planned for this Goal in 2020. Please see Success Indicator 5.6, 5.7, and 5.8

#### **Success Indicators:**

- 5.1 Established and deployed new employee orientation training materials that provide overview of Section 508 requirements and where to get more information

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.2 Established and deployed training program for purchase requestors and administrative support staff.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.3 Established and deployed training program for Information Technology Staff.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.4 Established and deployed training program for Buyers (procurement staff).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.5 Established and deployed training for all purchase card holders

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.6 Established a plan that provides resources for the Section 508 Compliance officer and ATI Designee or other Designee to participate in professional development and continuing education opportunities.

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Make note of Professional Development in Employee's Work Plan
- ATI Personnel will work on Section 508 Trusted Tester Certification

- 5.7 Collected feedback from training (effectiveness, knowledge retention, etc.)

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Create Questionnaire for Training Sessions (Paper forms and in Qualtrics)
- Ensure that feedback forms are being filled out after training sessions

- 5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process

Reported Status for 2018-2019: Established

**2020 Key Plan for Improvements:**

- Offer reoccurring training at least once a month open-lab type of training

**Goal 6: Outreach (Communications)**

All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

**Success Indicators:**

- 6.2 Established a process for working collaboratively with vendors during the procurement process to asses and improve the accessibility of their product (i.e. VPAT review process, Accessibility Roadmap).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness

Reported Status for 2018-2019: Established - No changes planned in 2020

**Goal 7: Evaluation & Monitoring**

Campus has established a continual evaluation process with standard forms and procedures. Feedback from the process along with direction is provided to training, outreach, and other groups involved in E&IT procurements.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

**Success Indicators:**

- 7.4 Established metrics to evaluate the effectiveness of the ATI procurement process and procedures process.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.5 Established metrics to evaluate the effectiveness of the Equally Effective Alternate Access process.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.6 Established metrics to evaluate the effectiveness of campus training process.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 7.7 Establish metrics to evaluate the effectiveness of campus outreach process.

Reported Status for 2018-2019: Established - No changes planned in 2020

**Goal 8: Experience/Implementation**

Campuses have sufficient experience and expertise in completing E&IT procurements.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

**Success Indicators:****8.5 Total number of E&IT reviews?**

**Reported Number of E&IT reviews: 1845 for 2018-2019 - No changes planned in 2020**

**8.6 What is the EEAAP's total percentage of?**

**Reported Percentage of EEAAPs: 1.6% for 2018-2019 - No changes planned in 2020**

**8.7 What is the total number of exemptions/exceptions?**

**Reported Number of exemptions/exceptions: 177 for 2018-2019 - No changes planned in 2020**

## **ATI ICT Procurement Accomplishments**

### **Key Accomplishments for AY 2020**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2020 and the submission of the annual ATI Reports to the Chancellors Office (November 2020).

### **Key Accomplishments for AY 2021**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2021 and the submission of the annual ATI Reports to the Chancellors Office (November 2021).

### **Key Accomplishments for AY 2022**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2022 and the submission of the annual ATI Reports to the Chancellors Office (November 2022).

### **Key Accomplishments for AY 2023**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2023 and the submission of the annual ATI Reports to the Chancellors Office (November 2023).

## ATI Web Accessibility Report

### Goal 1: Web Accessibility Evaluation Process

Identify and repair or replace inaccessible websites, web applications, and digital content.

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 1.5

#### Success Indicators:

- 1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.2 Inventoried all campus administrative websites.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.3 Inventoried all administrative websites developed by contract vendors.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.5 Conducted automated accessibility evaluations on websites and web applications.

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Verify with CO that Compliance Sheriff is the tool to be used for automated accessibility evaluations
- Communicate to the campus the automated tool for accessibility evaluations of websites
- Conduct quarterly scans and share results with IT Management

- 1.6 Conducted manual accessibility evaluations on websites and web applications.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.7 Established a procedure to distribute evaluation results to campus members responsible for website and maintenance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.9 Established a procedure to ensure that campus members involved in maintaining websites and web applications, are familiar with the web accessibility evaluation process.

Reported Status for 2018-2019: Established - No changes planned in 2020



- 1.10 Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.12 Conducted manual evaluations on digital content: videos.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.13 Conducted manual evaluations on digital content: audios.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 1.18 Established a procedure to distribute evaluation results to vendors responsible for website maintenance.

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 2: New Website/Web Application and Digital Content Design and Development Process**

New website/web application and digital content development complies with all Section 508 accessibility guidelines.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

### **Success Indicators:**

- 2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 2.9 Assigned responsibility for the New Web Development process to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

**Goal 3: Ongoing Monitoring Process**

Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 3.5

Success Indicators:

- 3.1 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity)

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Web team will hire student assistant
- Web Team will train student assistant on Compliance Sheriff

- 3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.

Reported Status for 2018-2019: Established - No changes planned in 2020

**Goal 4: Exemptions and Alternatives Process**

Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

**Success Indicators:**

- 4.1 Established a process for granting exemptions.**

**Reported Status for 2018-2019: Established - No changes planned in 2020**

- 4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.**

**Reported Status for 2018-2019: Established - No changes planned in 2020**

- 4.3 Established a procedure to ensure that campus members responsible for website and web application are aware of the process for providing accessible alternate formats.**

**Reported Status for 2018-2019: Established - No changes planned in 2020**

- 4.4 Accessible alternate format is in place for all website and web applications exemptions**

**Reported Status for 2018-2019: Established - No changes planned in 2020**

- 4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.**

**Reported Status for 2018-2019: Established - No changes planned in 2020**

- 4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.**

**Reported Status for 2018-2019: Established - No changes planned in 2020**

- 4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.8 Accessible alternate format is in place for all digital content exemptions.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.9 Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.10 Established a follow-up procedure to remediate non-compliant digital content.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.

Reported Status for 2018-2019: Established - No changes planned in 2020



- 4.13 Assigned responsibility for the exemptions process to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

### **Goal 5: Training Process**

Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation

Reported Status for this Goal in AY 2018-2019: Established

One change is planned for this Goal in 2020. Please see Success Indicator 5.5

#### **Success Indicators:**

- 5.1 Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.3 Established a web-based repository for training materials that are available to members of the campus community

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.4 Established and deployed accessible web training program for web developers and designers.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.5 Established and deployed accessible web training program for web content contributors.

Reported Status for 2018-2019: Established

2020 Key Plan for Improvements:

- Communicate to campus that training for content contributors is available
- Offer IM Training for docs on the web (make the difference between Document Accessibility and Website Accessibility very clear on the ATI website)
- Offer Web ATI Training for websites

- 5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.7 Established and deployed accessible web training program for digital content: video publishers.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.8 Established and deployed accessible web training program for digital content: audio publishers.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.9 Training is offered on a regular schedule.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.

Reported Status for 2018-2019: Established - No changes planned in 2020

#### **Goal 6: Communication Process**

In general, the campus community is aware of Section 508 guidelines to make web-based information available to everyone (students, staff, faculty & the general public) regardless of disability.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

#### **Success Indicators:**

- 6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.2 Established an ongoing general campus communication that promotes web accessibility awareness.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.

Reported Status for 2018-2019: Established - No changes planned in 2020

- 6.6 Documentation of the communication process is archived and can be produced for inspection.

Reported Status for 2018-2019: Established - No changes planned in 2020

## **Goal 7: Administrative Process**

Campus governance entities are aware of and kept informed about web accessibility.

Reported Status for this Goal in AY 2018-2019: Established - No changes planned for this goal in 2020.

### **Success Indicators:**

7.1 Developed and published a Web Accessibility Plan.

Reported Status for 2018-2019: Established - No changes planned in 2020

7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.

Reported Status for 2018-2019: Established - No changes planned in 2020

7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).

Reported Status for 2018-2019: Established - No changes planned in 2020

7.4 Established a procedure to document the results of the metrics as applied to the web plan areas and to distribute those results to campus governance entities.

Reported Status for 2018-2019: Established - No changes planned in 2020

## **ATI Web Accessibility Accomplishments**

### **Key Accomplishments for AY 2020**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2020 and the submission of the annual ATI Reports to the Chancellors Office (November 2020).

### **Key Accomplishments for AY 2021**

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### **Key Accomplishments for AY 2022**

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### **Key Accomplishments for AY 2023**

This section has been intentionally left empty. It will be filled out after the execution of the plan in 2023 and the submission of the annual ATI Reports to the Chancellors Office (November 2023).

## Appendix A - ATI Steering Committee Members

### List of AY 2019-2020 ATI Steering Committee Members

Amir Dabirian	Vice President for Information Technology and Chief Information Officer
Kristin Stang	AVP Faculty Support Services, Professor of Special Education
Lisa Kirtman	Dean and Professor, College of Education, Academic Affairs
Sean Walker	Professor of Biology and Interim Associate Dean, NSM, Academic Affairs
Mike Blyleven	Web Team, Information Technology
Steven Yim	Assistant Vice President for Financial Services & Administrative Systems/Controller, Administration and Finance
Erica Bowers	Director of the Faculty Development Center (FDC) and Interim Director of the Academic Technology Center (ATC)
Marc Montaser	ATI Coordinator, Information Technology
Mishu Vu	Art Director and Senior Director, Online Communications, University Advancement
Larry Martin	Chief of Operations, Student Affairs
Phenicia McCullough	Assistant Vice President Human Resources Services, HRDI
Lori Palmerton	Director of Disability Support Services, Student Affairs
Nelson Nagai	Director Contracts and Procurement, Administration and Finance
Berhanu Tadesse	AVP, of Academic Technology, Information Technology
vacant	Student Representative

## Appendix B - List of Removed Success Indicators

Success Indicators have been removed by the Chancellor's Office in agreement with the ATI Executive Sponsors and the ATI Communities of Practice (IM, Web, Procurement) prior to AY 2018-2019.

Instruction Materials Report	Procurement Report	Web Report
1.3	6.1	No Removals
2.2	7.1	
4.2	7.2	
4.6	7.3	
5.4	8.1	
5.5	8.2	
6.1	8.3	
6.3	8.4	
7.2		
7.4		
7.6		
8.2		
8.4		
8.6		
9.2		
9.4		



## Appendix C - High Level View of Priority Areas and Success Indicators 2020

Instructional Materials	Status Tracking	Assigned To
4.9 Campus has developed an Equally Effective Alternate Access Plan (EEAAP) that addresses how the campus will ensure equal access for individuals with disabilities to IM stored within the central, electronic location. [Measurement]	On Track	Marc Trinh
5.1 Campus has developed and implemented accessibility requirements for selecting and adopting multimedia curricular materials (e.g. requirements for captions, transcripts, audio description, accessible web players). [Commitment]	On Track	Berhanu Tadesse
6.4 Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]	On Track	IT Senate and Academic Senate
6.5 Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement] <sup>1</sup>	On Track	IT Senate and Academic Senate
7.5 Campus has established a procedure and provided associated tools to allow faculty and/or instructional staff to verify the accessibility of curricular content. [Ability]	On Track	Marc Trinh
7.7 Campus provides access to technology to support faculty creation of accessible instructional materials (e.g. workstations, software, scanners) [Ability]	On Track	Marc Trinh
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	On Track	Marc Trinh
8.8 Campus provides resources necessary to support the development of awareness campaign. [Ability]	On Track	Berhanu Tadesse
8.10 Campus provides resources necessary to support the development and delivery of training activities. [Ability]	On Track	Marc Trinh

<b>Procurement</b>	<b>Status Tracking</b>	<b>Assigned To</b>
1.1 Developed and published an Accessible ATI E&IT Procurement Plan	On Track	Roman Hernandez
4.1 Documented a process that outlines when an equally effective access plan is necessary	On Track	Roman Hernandez
5.6 Established a plan that provides resources for the Section 508 Compliance officer and ATI Designee or other Designee to participate in professional development and continuing education opportunities.	On Track	Roman Hernandez
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.)	On Track	Roman Hernandez
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process	On Track	Roman Hernandez

<b>Web</b>	<b>Status Tracking</b>	<b>Assigned To</b>
1.5 Conducted automated accessibility evaluations on websites and web applications.	On Track	Mikey Blyleven /Web Team
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity)	On Track	Mikey Blyleven /Web Team
5.5 Established and deployed accessible web training program for web content contributors.	On Track	Raven Mansen / Jonni Taylor

