CSU Stanislaus ATI Web Reporting Procedures
Background

As part of the CSU Accessibility Technology Initiative (ATI), CSU Stanislaus is committed to ensuring that its programs and services are accessible to everyone. The ATI Office gathers information regarding technology products and services to assess whether they are usable by persons with disabilities. Gathering this information is critical as it provides CSU Stanislaus sufficient knowledge to plan for workarounds or accommodations that may be necessary until the College/Division/Program has resolved accessibility issues. This information also allows CSU Stanislaus to provide strong accessibility support and therefore reduce or eliminate the need to provide accommodations to work around accessibility gaps. We recognize that producing accessible technology products and services may require a significant commitment of resources and that accessibility remediation may require time to accomplish. Thus the CSU Stanislaus ATI has developed this Roadmap template as means for College/Division to document accessibility remediation associated with their websites and to indicate their plans to fix their website scan errors or provide equally effective accommodation.

# ATI Scan Requirements

As directed by the CSU Chancellor’s office, we are changing the ATI scanning standard from Section 508 to CSU ATI Requirements, which provide additional checkpoints in order to make our websites more accessible.

* These requirements map Web Content Accessibility Guidelines 2.0 techniques to Section 508 standards (including link validation) in order to provide a more accurate reporting of accessibility errors.
* Using these requirements checkpoints will detect more errors, therefore, more websites with higher failure rates.
* Our focus should not be on the higher scan failure rate, but rather on having more accessible websites.
* The additional errors detected are mostly related to Link validation errors, which includes broken and inaccessible links.

# Instructions

* Each College/Division/Program is encouraged to run their own Compliance Sheriff or Compliance Deputy scan of their web pages throughout the year to make sure that all existing and new pages published on the CSU Stanislaus Website meet the CSU Accessibility Requirements.
* For those websites having less than 100% compliant, the site owner is responsible for developing a Roadmap using this template as a guide.
* The purpose is to provide accountability and track progress, as well as document alternative workarounds or accommodations until all CSU Stanislaus websites are fully compliant.
* Priority should be given to heavily visited websites. Use Google Analytic or similar tool to analyze the number of hits and frequently visited sites.
* Take down the pages that are no longer needed or hardly used.
* Feel free to expand and attach additional pages to the template to include details and comments.
* Completed Remediation Plans must be approved annually.

# How to Request an Evaluation

To request a manual scan of a website or digital content, contact Tawn Gillihan, ATI Coordinator, at (209) 667-3470 or email tgillihan@csustan.edu

# Resources and Links

* For CSU Stanislaus ATI information, go to [www.csustan.edu/ati](http://www.csustan.edu/ati)
* For CSU Stanislaus Website Accessibility information, go to <http://teachingcommons.cdl.edu/access/sites/index.shtml>
* For the Chancellor’s Office website on accessibility, go to http://www.calstate.edu/Accessibility/webaccessibility/index.shtml

# ATI Contacts

* For general ATI questions, contact Tawn Gillihan, ATI Coordinator, at (209) 667-3470 or email tgillihan@csustan.edu
* For assistance with website design, contact webservices@csustan.edu
* For technical ATI questions, contact Mandeep Khaira, Web Ad Hoc Sub-committee Chair, at (209) 667-3800 or email mkhaira@csustan.edu

# CSU Stanislaus ATI Exemption Authorization Form

For website owners with scan results less than 100% passing score, an Exemption Authorization Form must be submitted by the owner of the website, to the ATI Steering Committee each year by November 1. This form must be accompanied by an ATI Roadmap listing the Department/Organization’s plan to correct the errors. The purpose is to document the plan to fix errors (with notes for any false errors) and indicate equally effective alternative access. **Please submit one Exemption Authorization Form for each website owned by the Department/Organization, along with an ATI Web Roadmap, to the representatives of the ATI Steering Committee, as follows:**

**To: Tawn Gillihan, ATI Coordinator (tgillihan@csustan.edu)**

**Cc: Mandeep Khaira (****mkhaira@csustan.edu****); Stan Trevena (****strevena@csustan.edu****); Julie Johnson (****jjohnson34@csustan.edu****)**

If you have any questions, contact Tawn Gillihan at (209) 667-3470 at tgillihan@csustan.edu

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| --- | --- |
| **Department/Organization Name** |  |
| **Website** |  |
| **Contact Name/Title** |  |
| **Contact Email** |  |
| **Contact Phone** |  |
| **Dean, Chair, or AVP (Print Name)** |  |
| **Signature and Date** |  |
| **Vice President (Print Name)** |  |
| **Signature and Date** |  |