

ATI Instructional Materials Annual Report AY16/17

Campus

Campus Name - Required

Stanislaus

1.0 Timely Adoption

Goal 1.0: The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.

1.0 Goal Status - Required

Defined

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : ATI Coordinator worked with library faculty and the OIT Instructional Designer on an Affordable Learning Solutions (AL\$)/Open Educational Resources (OER) online workshop for faculty (Blackboard)

Accomplishment 2 : ATI Coordinator the online faculty workshop included a module on accessibility and lesson on early adoption ATI Coordinator participated as a presenter to faculty on ATI, including early adoption

Accomplishment 3 : Created an academic calendar with textbook ordering and reporting deadlines

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Request Deans/Chairs send notifications to instructors with deadlines, and collect dates and details of materials ordered

Plan 2 : ATI Steering Committee distribute memo to academic departments with ordering deadlines

Plan 3 : Email by bookstore with ordering deadlines, cc'd to department head and include the Bookstore manager in the IM sub-committee for promoting timely textbook adoption reports and compare to previous years.

Plan 4 : Distribute campus academic calendar with textbook adoption deadlines.

Plan 5 : Revisit the policy for early textbook adoption as this has not been reviewed since it was originally published.

Comments

- Promote consistent Adoption guidelines by all departments in collaboration with Academic Affairs.
- Academic Affairs needs to have a position that includes IM accessibility in the job description and a percentage of time assigned to ATI.

1.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQU
			Yes	Yes	
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]	Established	2007	X	X	We do not yet have a mature, documented process using the bookstore measurement for this success Reporting
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]	Defined	2007	X	X	Training for faculty is ongoing via the OER/AL\$ v http://libguides.csustan.edu/affordablelearning/2 early adoption across all colleges and coordinat
1.4 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM by established campus deadline. [Measurement]	Established	2014	X	X	The ATI Coordinator and Bookstore Manager ne adoption of IM. Created an academic calendar in http://departments.csustan.edu/sites/OIT/Projects/calendar-15-16%20With%20Textbook%20Date
1.5 Campus has established a process to distribute performance reports regarding timely adoptions to campus administration at least annually. [Measurement]	Defined	2014		X	Reporting processes are not yet in action but the distribution to senior leadership (Provost, Deans

Collaborating on Goal 1 - Timely Adoption

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	1.5	X		Please provide examples of reporting processes and documentation used to share results with senior managers.
2				
3				
4				

2.0 Identification of IM for Late-Hire Faculty

Goal 2.0: The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.

2.0 Goal Status - Required

Defined

Key Accomplishments AY16/17 (Please list 3 to 5)

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Provide a list of the textbooks and instructional materials used in the previous semester to each Division/College for late hire faculty textbook assignments.

Plan 2 : Collaborate with Disability Resource Services (DRS) to publish a list of converted materials for faculty use and continue promotion of Faculty Enlight product.

Plan 3 : Collect data from academic departments indicating what materials where used, use that data to populate the 'missing textbook' field in the Bookstore's IM report, and provide the list of materials used to each academic department for reference and selection.

Plan 4 : Increase outreach to the Provosts Office, Deans, and Chair to promote awareness of this requirement.

Plan 5 : Identify the core issues with this implementation, i.e., is it an issue of academic freedom or of limited time and staff resources.

Comments

The ATI recommendation is that each department identifies the IM last used for the course and select those materials for late-hire faculty. On hire, new faculty can submit a change-order to the bookstore if sufficient time and materials are provided to ensure accessibility for disabled students. However, when this recommendation was shared with faculty, concerns of academic freedom were raised.

2.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
2.1 All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability]	Defined	2008		X	Procedures vary by department and it is difficult to reach into academic department processes given our staffing levels and campus culture
2.3 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM for late-hire adoptions. [Measurement]	Defined			X	We plan to collect textbook adoption data from the bookstore, and cross-reference with faculty hiring information (Faculty Affairs) to identify gaps in late-hire IM adoption. Will require staff resources to coordinate the collection process.
2.4 Campus has established a process to distribute performance reports regarding timely, late-hire adoptions to campus administration at least annually. [Measurement]	Defined	2014	X	X	There is a draft process for using the bookstore measurements for other reporting processes. This information can be added to the report. SP: Procedure for Early Adoption of Textbooks and Reporting

Collaborating on Goal 2 - Identification of IM for Late-Hire Faculty

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	2.4	X		Shared examples of reporting processes and documentation used to share results with senior managers.
2				
3				

3.0 Early Identification of Students with Disabilities

Goal 3.0: 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.

3.0 Goal Status - Required

Managed

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : DRS has a system in place to track submission of requests for alternate media and timeliness of response. The reports are available from DRS.

Accomplishment 2 : DRS participated in the annual OIT Technology Fair for the first time, and will attend going forward.

Accomplishment 3 : ATI began collaborating with DRS to revise their website.

Accomplishment 4 : ATI and DRS have reviewed these processes and are developing ways to use online collaboration tools to track requests and responses.

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Include request forms on the DRS website to request alternate media materials and cross-link to the ATI website.

Plan 2 : Collaborate with DRS for promotional events such as Assistive Technology Fairs and National Disability Awareness Month.

Plan 3 : Hire an Alternate Media Specialist to facilitate requests for alternate media materials.

Plan 4 : DRS and ATI will use an online collaboration site to process alt media requests.

Comments

Continued communication & awareness campaigns led by ATI are likely to result in more students registering for services with DRS. This may impact workload, resources, and funding for DRS student services, and for ATI in support of faculty and staff.

3.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Managed	2008			DRS performs this function.
3.2 Campus has implemented a system to track early registration usage by alternate media-eligible students (to allow media programs sufficient time to produce media and to document student conformance with media submissions procedures). [Measurement]	Managed	2008		X	ATI and Learning Services collaborated with DRS in 2015/16 to provide recordings of lectures for a student registered with DRS.
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]	Managed	2008		X	These can be submitted by email to DRS.
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Managed	2012		X	DRS performs this function.
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]	Defined	2012		X	DRS performs this function.

Collaborating on Goal 3 - Early Identification of Students with Disabilities

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	3.1	X		It would be helpful to review the systems put in place by other campuses.
2	3.2	X		It would be helpful to review the systems put in place by other campuses.
3	3.3	X		It would be helpful to review the systems put in place by other campuses
4	3.4	X		It would be helpful to review the systems put in place by other campuses
5				

4.0 Faculty Use of LMS (or non-LMS) Course Websites

Goal 4.0: 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.

4.0 Goal Status - Required

Established

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : Expanded the ATI website to include a specific page for captioning

<https://www.csustan.edu/accessible-technology-initiative/captioning>.

Accomplishment 2 : Expand the annual OIT Tech Fair to include more vendors of products and services, including VoiceThread, Mediasite, Blackboard, etc.

Accomplishment 3 : ATI and DRS created an online collaborative workspace in Basecamp for a repository of materials related to EEAAP.

Accomplishment 4 : ATI coordinator created a training video for DRS on how to use Basecamp for EEAAP documents.

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Provide training modules for faculty in video formats to be available on-demand.

Plan 2 : Initiate process to periodically request and review updated vendor documentation and/or conduct updated product testing for the central electronic location (4.8).

Plan 3 : Rollout and publicize Ally tool for all course web sites.

Comments

Faculty are informed by OIT administrators when course websites are available each term, with information about upcoming training workshops included.

4.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
4.1 Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the					The policy states "Office of Information Technology will continue to provide learning management systems support for face-to-face, hybrid, and on-line courses, including technical staff support and

process to promote or require the posting of instructional materials to a central, electronic location (e.g. LMS, lecture capture system, course website)	Established	2007		X	technical staff support and faculty training." The policy does not sufficiently promote or require posting of IM to a central electronic location. The policy is in need of review. SP: 11/AS/08/UEPC—Instructional Materials Accessibility Policy
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Not Started	2007		X	OIT Learning Services continues to offer frequent workshops and provides services on request for posting accessible electronic materials, but specific guidelines and procedures need to be reviewed and revised in 2017/18. Will clarify "submitting". If it's submitting for accessibility review, the process we establish around Ally will help with this indicator.
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]	Established	2007		X	DRS hired a new Alternate Media Specialist to process materials requests.
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]	Managed	2007		X	DRS and Learning Services coordinate on access for the Alternate Media Specialist as needed. Add note to ATI faculty page to contact Learning Services for assistance with alternate media.
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, le	Initiated	2015	X	X	The Procurement Department Contracts Specialist, the ATI Coordinator, and the Instructional Designers review documentation and perform product testing, but processes are ad-hoc. This can be developed into a process for 2017/18.
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]	Not Started			X	Decide what our campus criteria are going to be. E.g., annual student testing of Blackboard (or other LMS), requesting of annual VPAT for Blackboard and other web tools.
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	Established	2016		X	See Key Accomplishments, above.
4.10 Campus has established a					Statistics for IM in the LMS are available on an ad hoc basis

process to measure the extent to which IM are posted to the central, electronic location. [Measurement]	Defined	2016		X	via the LMS administrators. Once we have Ally in Blackboard, we will get better analytics.
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Collaborating on Goal 4 - Faculty Use of LMS (or non-LMS) Course Websites

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	4.9	X		What EEAAP processes are in use at other campuses? Will these be shared as templates to the Communities of Practice?
2	4.10	X		How do other campuses measure the extent of IM posting to LMS platforms?
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5.0 Accessibility Requirements for Multimedia

Goal 5.0: 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.

5.0 Goal Status - Required

Established

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : OIT Learning Services continued to expand workshops for faculty in UDL, accessibility, and legal compliance for ADA.

Accomplishment 2 : ATI presented information on timely adoption and accessibility. Participants include ATI, Affordable Learning Solutions (AL\$), Quality Online Learning and Teaching (QOLT), Library, Bookstore, Office of Information Technology (OIT), Disability Resource Services (DRS), and Faculty Development Center (FDC).

Accomplishment 3 : Captioning and Transcripts for Multimedia module is included in the AL\$/OER Faculty Workshop (available via Merlot).

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : The Chancellor's Office has published resources for this success indicator, and the ATI website has been revised to include new resources.

Plan 2 : ATI and OIT will collaborate with EIT Procurement to develop a review process for the adoption of multimedia-based instructional resources.

Plan 3 : Continue to offer ad hoc training on creating accessible multimedia.

Plan 4 : Initiate a method for tracking outreach and educational contacts.

Plan 5 : Formalize a workflow for remediation of inaccessible materials.

Comments

We continue to lack staffing resources for addressing many of these success indicators. OIT Learning and Instructional Services provide outstanding service to the staff and faculty but we struggle to record all activities and document the processes for annual reporting.

For 2017/18 we have added live captioning to our AST captioning account.

5.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments

			Yes	Yes	
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]	Defined	2007	X	X	Added an ATI captioning webpage to the ATI website. Participated in multiple repetitions of the OER/AL\$ faculty online workshop.
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Initiated	2007		X	ATI created a DRS remediation workflow, but broader remediations are still ad hoc.
5.3 Campus has established a process to inventory existing multimedia content including usage data. [Measurement]	Defined	2012			Mediasite stores multi-media IM and records usage data. Documentation is not present. Monthly usage reports are also made available from Automatic Sync Technologies (captions).
5.6 Campus has specified staff for addressing the accessibility of existing and planned multimedia content. [Ability]	Established	2014			Procurement, Learning Services, DRS, and the ATI Coordinator are the staff who would address this but documentation needs to be completed. More staff would be required to move us to the next success level.
5.7 Campus has acquired tools for addressing the accessibility of existing and planned multimedia content. [Ability]	Managed	2014			Learning Services and Instructional Design provide this service on request. Ally will enhance these services.
5.8 Campus has established work space for addressing the accessibility of existing and planned multimedia content. [Ability]	Managed	2014			OIT is the primary contact point for staff and faculty. DRS is the primary contact point for students. Upon reflection, the lack of a dedicated hub, embedded in academic affairs and offering accessibility services, currently keeps us from "optimized".
5.9 Campus has specified staff to coordinate with post-production					OIT Instructional Design Services and Learning Services are the specified staff

captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Optimizing	2014	X	X	are the specified staff, with monthly reports of total minutes captioned/transcribed available.
5.10 Campus has specified staff to coordinate with real-time captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Optimizing	2014	X	X	DRS coordinate staff for real-time captioning services. Learning Services and Instructional Services provide services to campus for captioning an instructional materials.

Collaborating on Goal 5 - Accessibility Requirements for Multimedia

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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3				
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6.0 Accessibility Requirements for Curricular Review and Approval

Goal 6.0: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.

6.0 Goal Status - Required

Defined

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : ATI coordinator created web pages about accessible IM and Universal Design for Learning (UDL).

Accomplishment 2 : Revised the AL\$/OER Faculty Workshop to include curricular review and approval guidelines, accessible syllabus, etc.

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Develop and distribute an accessible syllabus that includes a disability statement.

Plan 2 : Develop training materials for faculty to use when creating a syllabus, a course, and posting materials to an LMS.

Plan 3 : Expand membership in ATI Steering Committee to include Deans/Chairs, faculty who are champions of accessibility.

Plan 4 : Develop a Course Availability Checklist process for distribution prior to the start of semester, including deadlines for ordering course materials.

Plan 5 : Modify existing "3 Ideas" course evaluation service to specifically offer accessibility review.

Comments

The new syllabus policy does not include a statement on accessibility/disability statements. The information is listed as a required component on the web page "Develop Your Syllabus". Current Policy: 2/AS/14/UEPC – Syllabus Requirements.

A worksheet is in development to track requests for review.

6.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	
			Yes	Yes	
6.2 Campus has established accessibility standards or guidelines for selecting, authoring, and procuring curricular materials (e.g. documents, videos, web/mobile applications). E.g., Course Accessibility Checklist. [Commitment]	Established	2014		X	Develop a Course Availability Checklist process for
6.4 Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]	Defined	2014	X		Publicize the IM New and Revised Course Review http://departments.csustan.edu/sites/OIT/Projects/at Determine staffing workflow to address any reques
6.5 Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement]	Managed	2014	X		Regular availability of campus instructional design
6.6 Campus has established a process to track courses that have been reviewed/revised for accessibility support. [Measurement]	Initiated	2014		X	Create a tracking process to record this information

Collaborating on Goal 6 - Accessibility Requirements for Curricular Review and Approval

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	6.6	X		How do other campuses track courses that have been reviewed/revised for accessibility support?
2				
3				
4				

7.0 Supporting Faculty Creation of Accessible IM

Goal 7.0: The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.

7.0 Goal Status - Required

Managed

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : OIT continues to offer frequent and regularly scheduled workshops in creating accessible instructional materials, content authoring, use of LMS, and principles of UDL.

Accomplishment 2 : The ATI Faculty and UDL webpages were revised to add additional resources.

Accomplishment 3 : ATI and OIT Learning Services continued to work with the Library on accessibility training modules for faculty in the AL\$/OER faculty workshop on Blackboard.

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Work with OIT Instructional Design, Learning Services, and DRS to develop policies and procedures for faculty support.

Plan 2 : Provide training to support staff in academic departments in accessibility so they can support faculty selection, authoring, and delivery of accessible IM.

Plan 3 : Campus will install and begin using Ally.

Comments

The 11/AS/08/UEPC—Instructional Materials Accessibility Policy states “Office of Information Technology will continue to provide learning management systems support for face-to-face, hybrid, and on-line courses, including technical staff support and faculty training.” The policy may not sufficiently promote or require faculty to select, author, and deliver accessible IM.

7.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible	Established	2007		X	Will recommend a revision to 11/AS/08/UEPC that specifies faculty responsibility for accessible materials.

accessible curricular materials. [Commitment]					
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Established	2007	X	X	The ATI Faculty and UDL webpages were revised to include additional resources for creating accessible IM. The ATI website was revised to add a page for Captioning ATI developed an ATI web page in the Affordable Learning Solutions (AL\$) website, with resources for faculty in creating and adopting accessible IM.
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]	Established	2014	X	X	The New and Revised Course Approval Form was revised to include an accessibility review, but the procedures for conducting the review are in development.
7.7 Campus provides access to technology to support faculty creation of accessible instructional materials (e.g. workstations, software, scanners) [Ability]	Established	2007	X	X	ATI, OIT Instructional Design, and Learning Services continue to provide support to faculty in these success indicators.
7.8 Campus provides personnel resources (e.g. instructional designers, lab technicians, and student assistants) necessary to support faculty creation of accessible instructional materials. [Abilit	Established	2008	X	X	Campus hired an Alternate Media Specialist in summer 2017. WE WILL BE MANAGED IN 17/18! Campus should hire additional staff: OIT Learning Services is unable to implement the goals of ATI with the available budget and staffing levels. At least one position is needed to fully comply with the accessibility requirements for multimedia, curricular review and approval, and supporting faculty creation of accessible IM. We recommend a full-time Accessible Instructional Materials Technician to provide direct support to faculty in creating accessible digital content. This position would be similar to the Alt Media Technician recently hired for Disability Resource Services. This position is recommended as permanent or one-year temporary subject to renewal. The position requires specialized and technical competency in captioning, creating alternative media formats, and converting scanned documents into OCR for screen readers.
7.9 Campus has					

established a process to provide digital copies of course readers to alternate media production staff upon request. [Ability]	Defined			X	OIT Instructional Design and Learning Services coordinate with DRS staff on this.
7.10 Campus has established a process to provide digital copies of library electronic reserves to alternate media production staff upon request. [Ability]	Initiated			X	DRS and Library staff coordinate on this.

Collaborating on Goal 7 - Supporting Faculty Creation of Accessible IM

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	7.9	X		It would be helpful to see examples of processes used by other campuses to document this goal.
2	7.10	X		How are other campuses documenting their process?
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8.0 Communication Process and Training Plan

Goal 8.0: The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.

8.0 Goal Status - Required

Defined

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : ATI Coordinator met with faculty, department content creators, and administrators, and continues to serve as a presenter at QOLT workshops.

Accomplishment 2 : ATI Coordinator gave an ATI presentation to Academic Senate.

Accomplishment 3 : The Provost issues a Fall Book Order Announcement .

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Posters for faculty will be distributed to academic offices for posting in break rooms and work areas.

Plan 2 : Work with DRS, Learning Services, and Instructional Design Services to create modules for face to face, electronic, and video training in accessibility.

Plan 3 : Revise the AL\$/OER faculty workshop to include more training in accessibility issues.

Plan 4 : Develop a stand-alone accessibility training module in Blackboard and Moodle.

Plan 5 : Revise the ATI website to include specific pages on creating digital content.

Comments

Faculty training is not well attended. Participation tends to be sporadic and does not lead to measurable changes in accessible Instructional Materials success indicators.

We want to study the use of social media and other online communication platforms.

Most success in ATI awareness for faculty has been through participation in faculty workshops such as Affordable Learning Solutions (AL\$) and Quality Online Learning Techniques (QOLT).

The Annual OIT Tech Fair has been an excellent method of reaching faculty, staff, students, and administrators with information about accessible technology.

Accessibility training is not part of the overall campus training plan. In order for training to succeed, it needs to integrate with the training done by HR

ATI Coordinator will ask to be added to the Bookstore Innovation Group

Explore existing faculty workshops and collaborate to include an ATI module in the program.

8.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Defined	2012	X	X	An ATI Communication and Awareness Plan has been created. SP: ATI Communications and Awareness Plan
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 mater	Defined	2015	X	X	The ATI website was revised to add a training page https://www.csustan.edu/accessible-technology-initiative/resources-training-accessible-documents
8.5 Campus tracks participation in and usage of training materials and activities for authoring, conversion, and delivery of accessible curricular materials (e.g. # of workshop attendees, # of users who download templates or watch videos). [Measurement]	Established	2008	X	X	OIT Learning Services offers group and one-on-one training for faculty, and the ATI Coordinator also trains staff and presents to faculty. Attendance is recorded but a formal reporting process is not in place.
8.7 Campus provides personnel necessary to support the awareness campaign. [Ability]	Established	2012	X	X	ATI Coordinator develops awareness materials SP: Communication & Awareness
8.8 Campus provides resources necessary to support the development of awareness campaign. [Ability]	Established	2012	X	X	We don't have online training modules for accessibility like those available in Skillport.
8.9 Campus provides personnel necessary to support the training activities. [Ability]	Established	2012	X	X	This is a challenge given staffing levels and the portion of staff time devoted to ATI.
8.10 Campus provides resources necessary to support the development and delivery of training activities. [Ability]	Established	2012	X	X	It would be very helpful to have training modules like Skillport for assigning, tracking, and assessing accessibility training.
8.11 Campus has integrated accessibility into faculty orientations [Measurement]	Initiated	2016			We need to work with HR and Faculty Affairs to introduce ATI to new faculty.

Collaborating on Goal 8 - Communication Process and Training Plan

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	8.1	X		It would be helpful if the Chancellor's Office could provide templates or a promotional kit for meeting this goal. Is there an opportunity to create a communication/awareness focus group across the CSU?
2	8.11	X		It's difficult to provide training in faculty orientation and ensure it's consistent with the Chancellor's Office standards and practices on other campuses. Can we develop a general accessibility module, and a Disability Discrimination module, in Skillport that can be assigned to new employees? If we could develop additional training to assign based on roles it would help us meet Goal 8.
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9.0 Process Indicators

Goal 9.0: The campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.

9.0 Goal Status - Required

Established

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : The ATI Steering Committee met regularly to receive updates on campus activities and to provide oversight for accessibility awareness and implementation.

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : ATI website will include various presentations for the use of committee members.

Plan 2 : Expand committee membership to include collaboration partners.

Plan 3 : Expand ad hoc committees to include as needed assistance.

Comments

The ad hoc subcommittees of the ATI Steering Committee may or may not meet frequently, depending on availability. Achieving the goals of ATI is hampered by limited staff time to address these issues.

9.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
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]	Defined	2012	X	X	ATI Steering Committee membership underwent reorganization in 2016/17 and met three times. Meeting agendas and notes are stored on Sharepoint
9.3 Campus has established a process to review and revise the campus ATI Instructional Materials plan on an annual basis. [Measurement]	Defined	2012	X	X	Summary IM Plan is posted to the ATI Plans & Management website. Full IM plan will be updated in 2017/18

Collaborating on Goal 9 - Process Indicators

	9.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				

Final Comments and Review Options

Final Comments

The ATI Steering Committee lacked executive leadership prior to 2017/18. During reporting year 2016/17 we lost a significant number of members from the ATI Steering Committee and this made it more difficult to accomplish the goals of the ATI. The committee has been reformed with executive sponsorship, including senior administrators, and we are seeing progress for the current reporting year.

Opportunity to Review and/or Download Report Responses BEFORE Submission

I would like to review the responses and/or be given the option to "Download PDF Version" of this report before it's submitted.