

ATI Web Annual Report AY16/17

Campus

Campus Name - Required

Stanislaus

1.0 Web Accessibility Evaluation Process

Goal 1.0: Identify and repair or replace inaccessible websites, web applications, and digital content.

1.0 Goal Status - Required

Defined

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

Accomplishment 1 : HiSoftware Sheriff scans run automatically each month for all divisions.

Accomplishment 2 : Continued use of HiSoftware Deputy for campus content creators.

Accomplishment 3 : The ATI Coordinator and Web Services provided training for the campus has a training and education process for staff that began roll-out in 2015/16.

Accomplishment 4 : Implemented Sitecues for the campus domain and key affiliated websites.

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

Plan 1 : Develop a workflow for testing and approving digital content before it is posted to websites.

Plan 2 : Formalize a training plan for campus content contributors for testing, remediation, and creation of accessible digital content.

Plan 3 : Implement ReadSpeaker for the campus domain, the library website, Warrior Athletics, and Warrior Card in place of Sitecues.

Plan 4 : Document a process for auditing, monitoring and remediation of websites (SP) ATI Reporting Remediation Exemption Plan.

Comments

Most digital content has not been reviewed for accessibility and we lack available and identified staff resources to remediate.

The ATI Coordinator began outreach to the campus for testing, remediation, and creation of accessible materials, but the ATI Coordinator is a half-time position. This staffing level will not create a sustainable process for meeting evaluation goals. We are challenged in this area and by a lack of staffing in Web Services.

For the current and upcoming reporting years, the campus plan is to identify web sites that are critical to the mission of the University for each Type of user: student, faculty, staff, and administrator. Web sites that perform vital functions to members fulfilling their role at the University shall be made compliant and accessible first. (Examples: Enrollment materials and registration processes.)

1.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Established	2008		X	ATI Coordinator provided training and assistance with evaluation to the campus. In 2017/18 responsibility placed with Web Services to lead Section 508 accessibility implementation Draft version of (SP) ATI Web Evaluation & Compliance Plan
1.2 Inventoried all campus					Scans of campus websites are set up in

campus administrative websites.	Defined	2014		X	HiSoftware Sheriff to run annually Results are stored in (SP) ATI/Web/HiSoftware Reports
1.3 Inventoried all administrative websites developed by contract vendors.	Defined	2014			Scans of vendor websites are set up in HiSoftware Sheriff to run annually Results are stored in (SP) ATI/Web/HiSoftware Reports
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Initiated	2014		X	Web Services will identify the most active websites and schedule scans. The results will be forwarded to department content contributors for remediation. See (SP) ATI Web Processes & Procedures
1.5 Conducted automated accessibility evaluations on websites and web applications.	Defined	2014			Run annually and stored in (SP) ATI/Web/HiSoftware and W:_SharedOIT-SoftwareCampus WideHiSoftware.
1.6 Conducted manual accessibility evaluations on websites and web applications.	Defined	2014			Run on demand using HiSoftware Deputy and stored in (SP) ATI/Web/HiSoftware and W:_SharedOIT-SoftwareCampus WideHiSoftware
1.7 Established a procedure to distribute evaluation results to campus members responsible for website and maintenance.	Defined	2012	X	X	A process has been identified and is being implemented. This is not yet fully in place but the documentation has been created as a guide. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Initiated	2014		X	The ATI Coordinator met with content creators across campus to remediate or replace non-compliant web content. Collaborative space has been created for sharing resources and documentation of efforts. W:_SharedOIT-SoftwareCampus WideHiSoftware and in Teamwork.
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.	Defined	2008	X	X	Web Services and the ATI Coordinator are meeting with content creators across campus to provide training and assistance with web content. Training materials, installation files for Compliance Deputy, configuration instructions, user guides, and reports are posted in a shared drive. W:_SharedOIT-SoftwareCampus WideHiSoftware
1.10 Established a procedure to ensure that campus members involved in maintaining websites, web	Managed	2007	X	X	The campus website footer was revised in 2017/18 to include a link for Accessibility that connects to the ATI website. Contact information is listed there. Contact information is also posted on a dedicated ATI bulletin board in the library, on the Disability Resource Services website, the ATI website, the ATI page on the Library Resource pages. The ATI Coordinator participates and is a

application know who to contact for compliance assistance.					presenter in many workshops, meetings, trainings, etc. Notices are sent to the campus from the VP of HR/FA. https://www.csustan.edu/accessibility https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Defined	2012	X	X	High impact websites were identified by Communications and forwarded to the ATI Coordinator for manual evaluations. Department content contributors received training on selecting and evaluating high-impact websites. Digital content is evaluated, remediated, and equally effective alternatives are created. (SP) ATI/Accessible Documents, https://www.csustan.edu/accessible-technology-initiative/resources-training-accessible-documents
1.12 Conducted manual evaluations on digital content – videos.	Defined	2014	X	X	The ATI Coordinator, Web Services, and Learning Services is meeting with content creators across campus to provide training and assistance with video evaluation. This process is developing.
1.13 Conducted manual evaluations on digital content – audios.	Initiated	2014	X	X	The ATI Coordinator, Web Services, and Learning Services are meeting with content creators across campus to provide training and assistance with audio evaluation. The ATI Coordinator is meeting with content creators across campus to provide training and assistance with audio evaluation. This process is developing.
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Defined	2012	X	X	The ATI Coordinator distributes reports from HiSoftware Sheriff and Deputy to campus constituents on an ad-hoc basis throughout the year and when the scheduled HiSoftware Sheriff reports run each year. Results for vendor sites are forwarded to the department with primary contact with the vendor. For the current and upcoming reporting years, the campus plan is to forward results to the ATI Steering Committee for review and distribution across campus. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Defined	2012	X	X	The ATI Coordinator, Web Services, and Learning Services are meeting with content creators across campus to provide training and assistance with website evaluation. The ATI Coordinator participates and is a presenter at many workshops, meetings, trainings, etc. Notices are sent to the campus from the VP of HR/FA. https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility
1.16 Established a					The campus website footer was revised in 2017/18 to include a link for Accessibility that connects to the ATI website. Contact information is listed there. Contact information is also posted on a dedicated ATI bulletin

procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Established	2013	X	X	is also posted on a dedicated ATN banner board in the library, on the Disability Resource Services website, the ATI website, the ATI page on the Library Resource pages. The ATI Coordinator participates and is a presenter in many workshops, meetings, trainings, etc. Notices are sent to the campus from the VP of HR/FA. https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility https://www.csustan.edu/accessibility
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Defined	2007	X	X	W: _SharedOIT-SoftwareCampus WideHiSoftware (SP) ATI/Web/HiSoftware
1.18 Established a procedure to distribute evaluation results to vendors responsible for website maintenance.	Defined	2014		X	Results for vendor sites are forwarded to the department with primary contact with the vendor. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan

Collaborating on Goal 1 - Web Accessibility Evaluation Process

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
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2.0 New Website/Web Application and Digital Content Design and Development Process

Goal 2.0: New website/web application and digital content development complies with all Section 508 accessibility guidelines.

2.0 Goal Status - Required

Defined

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

Accomplishment 1 : Provided training in the use of HiSoftware Deputy to digital content creators and post resources to the ATI website.

Accomplishment 2 : Identified key content creators across campus and worked with them to promote accessibility.

Accomplishment 3 : Developed and delivered Drupal training for content creators.

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

Plan 1 : Collaborate with the Training Officers and Compliance Officer to provide training in accessibility.

Plan 2 : Train web assistants to check for accessibility review before publishing new and revised content.

Plan 3 : The ATI Coordinator and Web Services will develop an information sheet and checklist to send to content contributors when the materials submitted for publication have not been reviewed for accessibility.

Comments

Staff training is provided via Skillport but there are no modules for accessibility, usability, or Universal Design for Learning. These topics need to be added to Skillport or some other systemwide training platform for ease of distribution, just as Title IV and Information Security training modules are managed.

Web Services provides training in Drupal and content creation, but they lack the staff needed to provide full support and oversight of this function.

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 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Managed	2012		X	Web Services develops or approves all new websites on the campus domain. We lack the staffing needed to ensure all web applications are developed with designed-in accessibility, but all those currently involved in web design understand and follow the requirements. In the upcoming reporting year Web Services is planning to remedy any issues with the templates.
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Defined	2015		X	These are built into the template used by the web designers.
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Defined	2012	X	X	Web Services and the ATI Coordinator met with content contributors across campus and with management to inform them of Section 508 guidelines. Included links to all training, contact information, and remediation materials, and on ATI and web development website. Additional resources are posted to a collaborative website and shared drive for content contributors. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan and (SP) ATI/Web/ATI Web Processes and Procedures
2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Managed	2012	X	X	The campus website footer was revised in 2017/18 to include a link for Accessibility that connects to the ATI website. Contact information is listed there. Contact information is also posted on a dedicated ATI bulletin board in the library, on the Disability Resource Services website, the ATI website, the ATI page on the Library Resource pages. The ATI Coordinator participates and is a presenter in many workshops, meetings, trainings, etc. Notices are sent to the campus from the VP of HR/FA. Web Services created a new website for web content editing training and resources https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility

					http://www.csustan.edu/accessible-technology https://www.csustan.edu/drupal
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Defined	2012	X	X	We provide templates and training for content contributors for the creation of accessible digital content. We've begun individual and group training for content contributors in 2015.
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Defined	2012	X	X	We have made progress in this, but there is still work to do. We've added a new page to the ATI website dedicated to captioning. https://www.csustan.edu/accessible-technology-initiative/captioning . We also include it in the training we provide for content contributors. Training resources are stored on (SP) ATI/Workshops Training Presentations For the upcoming reporting year AST has expanded their service to Stanislaus State to include live-captioning and audio description.
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated	2012	X	X	Information on creating accessible audio was added to the ATI website for captioning. https://www.csustan.edu/accessible-technology-initiative/captioning . We also include it in the training we provide for content contributors. Training resources are stored on (SP) ATI/Workshops Training Presentations.
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Managed	2012	X	X	Web Services and the ATI Coordinator met with many departments and programs to present information on compliance. Contact information is posted on a dedicated ATI bulletin board in the library, the ATI website, the ATI page on the Library Resource pages. The ATI Coordinator participates and is a presenter in many workshops, meetings, trainings, etc. Notices are sent to the campus from the VP of HR/FA. OIT Learning Services and Instructional Design provide support for academic programs. https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility W:_SharedOIT-SoftwareCampus WideHiSoftware
2.9 Assigned responsibility for the New Web Development process to a body (person(s) or business entity).	Managed	2013	X	X	Web Services is responsible for new web development and lead the ATI Steering Committee Ad Hoc Web Committee. Responsibility for upcoming reporting years will reside with Web Services with input from the ATI Coordinator.

Collaborating on Goal 2 - New Website/Web Application and Digital Content Design and Development Process

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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3.0 Ongoing Monitoring Process

Goal 3.0: Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards.

3.0 Goal Status - Required

Defined

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

Accomplishment 1 : Provide training to key contributors in use of HiSoftware Deputy for testing at the point of creation or revision.

Accomplishment 2 : Develop an information packet for departmental content contributors, including tutorials and exercise file.

Accomplishment 3 : Share links to resources for remediation and replacement. Include the steps and measures for the evaluation process.

Accomplishment 4 : Assigned staff or student assistants in each department to be the point of contact for web accessibility.

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

Plan 1 : Expand the ATI ad hoc web subcommittee to include additional staff and faculty involved in web and content creation.

Plan 2 : Set up workflow for approval of new and revised web sites, applications, and digital content.

Plan 3 : Distribute results of HiSoftware Sheriff scans to ATI Steering Committee for distribution across campus.

Comments

Web Services and the ATI Coordinator met several times to discuss web testing and accessibility standards.

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 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Defined	2012	X	X	In 2016/17 the ATI Coordinator provided training and assistance with evaluation and Web Services reviewed web content. In upcoming reporting years this responsibility will move fully to Web Services. Some department content contributors evaluated digital content prior to publication but this will expand in 2017/18.. (SP) ATI Web Evaluation & Compliance Plan

3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Initiated	2010		X	A draft process has been identified and will be developed in 2017/18. Draft documentation has been created. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.	Initiated	2009	X	X	A process has been identified and is being implemented. This is not yet fully in place across campus but will be developed in 2017/18. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Managed	2009	X	X	The campus website footer was revised in 2017/18 to include a link for Accessibility that connects to the ATI website. Contact information is listed there. Contact information is also posted on a dedicated ATI bulletin board in the library, on the Disability Resource Services website, the ATI website, the ATI page on the Library Resource pages.
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Defined	2009	X	X	The ATI Coordinator was the contact person in 2016/17 but this responsibility for contact and support will shift to Web Services in 2017/18.
3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.	Initiated	2009	X	X	The ATI Coordinator, Disability Resource Services, Learning Services, and Web Services met with many content contributors to review digital content. Training records are available for 2016/17.
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Initiated	2012	X	X	The ATI Coordinator and Learning Services met with many content contributors to review digital content prior to publication. Training records are available for 2016/17.
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Initiated	2012	X	X	The ATI Coordinator and Learning Services met with many content contributors to review digital content prior to publication. Training records are available for 2016/17.
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Defined	2009	X	X	A process has been identified and is being implemented. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan.
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Managed	2009	X	X	The campus website footer was revised in 2017/18 to include a link for Accessibility that connects to the ATI website. Contact information is listed there. Contact information is also posted on a dedicated ATI bulletin board in the library, on the Disability Resource Services

					website, the ATI website, the ATI page on the Library Resource pages.
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Established	2013	X	X	Documentation is stored on the shared drive and Sharepoint W:_SharedOIT-SoftwareCampus WideHiSoftware

Collaborating on Goal 3 - Ongoing Monitoring Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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4.0 Exemptions and Alternatives Process

Goal 4.0: Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.

4.0 Goal Status - Required

Initiated

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

Accomplishment 1 : ATI to collaborated with departments on campus to assist in the development of accessible are equally effective alternative materials.

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

Plan 1 : Create process to create equally effective alternate content and exemption process.

Plan 2 : Establish review and remediation process for non-accessible web applications.

Comments

We do not have staffing resources to identify, remediate, and grant exemptions as a process. There are efforts made to do this but it is not a common practice.

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 Established a process for granting exemptions.	Not Started			X	Not started in 2016/17.
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Not Started			X	Not started in 2016/17.
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	Initiated	2015	X	X	Draft documentation has been created as a guide. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan. Training was conducted in

for providing accessible alternate formats.					Training was conducted in 2016/17 and is documented.
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated	2015		X	We are creating alternate formats but it's an ad-hoc process. Documentation and process are lacking.
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Not Started				Not started in 2016/17.
4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Managed	2009	X	X	Contact information is listed on the ATI website and the Web Services website. Contact information is also posted on a dedicated ATI bulletin board in the library, on the Disability Resource Services website, the ATI website, the ATI page on the Library Resource pages.
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2015		X	Each department's content contributors will keep records of the testing, remediation, and alternative accommodations. The information will be stored in the Shared drive at W:_SharedOIT-SoftwareCampusWideHiSoftware
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated	2012			We are working on this in several departments across campus.
4.9 Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.	Initiated	2015	X	X	Documentation is in development, training began in summer 2016, but a process is not yet developed.
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Not Started				Not started in 2016/17.
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established	2009	X	X	Contact information is listed on the ATI website and the Web Services website. Contact information is also posted on a dedicated ATI bulletin board in the library, on the Disability Resource Services website, the ATI website, the ATI page on the Library Resource pages.
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2012			Process is in development to have content contributors will keep records of the testing, remediation, and alternative accommodations. The information will be stored in the Shared drive at

inspection.					W:_SharedOIT-SoftwareCampusWideHiSoftware
4.13 Assigned responsibility for the exemptions process to a body (person(s) or business entity).	Initiated	2012	X	X	ATI Coordinator provided training and assistance with evaluation while Web Services reviewed web content. Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan

Collaborating on Goal 4 - Exemptions and Alternatives Process

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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5.0 Training Process

Goal 5.0: Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.

5.0 Goal Status - Required

Defined

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

Accomplishment 1 : Continued roll out of HiSoftware Deputy desktop tool to key contributors for accessibility testing during creation or revision.

Accomplishment 2 : Continued providing training in accessibility guidelines and principles of UDL during HiSoftware Deputy training sessions.

Accomplishment 3 : Identified staff responsible for creating digital content in each department and began training.

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

Plan 1 : Formalize a training process for web and content contributors.

Plan 2 : Collaborate with the campus Training Office to leverage trainer experience and training plans.

Plan 3 : Set up user accounts on the Cryptzone training site.

Comments

Several departments have begun testing and remediation of their websites using student assistants to supplement staff time and effort

Professional development training has not incorporated Section 508 into the assigned training schedule.

Development of training materials in Skillport that can be assigned by the Training Department would be of significant help.

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 Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Defined	2010	X	X	ATI Coordinator and Web Services shared this responsibility. In upcoming reporting years the responsibility will be with Web Services with support provided by the ATI Coordinator. Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan In 2016/17 the ATI Coordinator will develop training processes with the campus Training Office to leverage their skill and access
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Defined	2010	X	X	ATI Coordinator and Web Services shared this responsibility. In upcoming reporting years, the responsibility will be with Web Services with support provided by the ATI Coordinator. Coordination with HR Training Officer will develop in 2017/18.
5.3 Established a web based repository for training materials that are available to members of the campus community.	Established	2010	X	X	Training materials are available in a variety of locations; the ATI website, the LibApps ATI site, and the shared drive at W:_SharedOIT-SoftwareCampus WideHiSoftware
5.4 Established and deployed accessible web training program for web developers and designers.	Defined	2010	X	X	This process started in 2015/16 with the identification of web and content contributors, outreach for information awareness and training, both group and individual. Training materials are created and posted to the ATI website and to (SP) ATI Workshops Training presentations
5.5 Established and deployed accessible web training program for web content contributors.	Defined	2010	X	X	Identified web and content contributors and continued outreach for training (SP) ATI Workshops Training Presentations
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Defined	2012	X	X	Digital content training provided to groups and individuals with this responsibility (SP) ATI Workshops Training Presentations W:_SharedOIT-SoftwareCampus WideHiSoftware
5.7 Established and deployed accessible web training program for digital content: video publishers.	Initiated	2010	X	X	This is briefly included in the training for digital content creators and website managers, but we need to expand this training issue.
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Initiated	2010	X	X	This is briefly included in the training for digital content creators and website managers, but we need to expand this training issue.
5.9 Training is offered on a regular schedule.	Initiated	2010	X	X	Learning Services and Instructional Design Services provides training on a regular basis and this topic is touched on,

					but specific web accessibility training needs to be expanded.
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Defined	2010	X	X	ATI Coordinator and Web Services shared this responsibility. In upcoming reporting years, the responsibility will be with Web Services with support provided by the ATI Coordinator. Coordination with HR Training Officer will develop in 2017/18.
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established	2010	X	X	Documentation for ATI Web training is posted at (SP) ATI Workshops Training Presentations and on Teamwork in the ATI Leadership project.

Collaborating on Goal 5 - Training Process

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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6.0 Communication Process

Goal 6.0: In general the campus community is aware of Section 508 guidelines to make web based information available to everyone (students, staff, faculty and the general public) regardless of disability.

6.0 Goal Status - Required

Defined

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

Accomplishment 1 : The ATI Coordinator promoted Section 508 guidelines for web accessibility at tech fairs, in-class presentations, at staff meetings, and faculty workshops.

Accomplishment 2 : OIT continued to present frequent faculty workshops on accessibility topics.

Accomplishment 3 : Training sessions for staff in the use of website testing tools and accessibility guidelines continued.

Accomplishment 4 : The campus ATI website has general information on Section 508 guidelines for staff, students, faculty, and the general public.

Accomplishment 5 : ATI Coordinator and Web Services presented web accessibility to departments and managers.

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

Plan 1 : Training sessions for staff in the use of website testing tools and accessibility guidelines will be expanded.

Plan 2 : Develop training materials for in-class training and follow-up exercises.

Plan 3 : Collaborate with the campus Training Department to formalize training processes.

Plan 4 : Develop communication channels via social media to promote accessibility and Section 508.

Plan 5 : Section 508 materials are included in the training provided by Web Services.

Comments

We do not have a consistent communication process with the campus, although materials are posted to the ATI website and provided in group training. We can launch an awareness campaign in 2016/17 but responding to the needs of the campus will be a challenge given current staffing levels.

6.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Established	2007	X	X	ATI Coordinator and Web Services shared this responsibility. In upcoming reporting years the responsibility will be with Web Services with support provided by the ATI Coordinator. Coordination with HR Training Officer will develop in 2017/18. Department content contributors will be trained to provide information to staff within their own departments. (SP) ATI Web Evaluation & Compliance Plan
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Initiated	2010	X	X	This is a weak area for us. We will focus on this for 2017/18.
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Not Started			X	A process has been identified and is being implemented. This is not yet fully in place but the documentation has been created as a guide. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Not Started			X	A process has been identified and is being implemented. This is not yet fully in place but the documentation has been created as a guide. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started				A process has been identified and is being implemented. This is not yet fully in place but the documentation has been created as a guide. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan
6.6 Documentation of the communication process is archived and can be produced for inspection.	Initiated	2012	X	X	Documentation of communication activities will be stored on Sharepoint Communication is primarily through presentations but this will be expanded for 2017/18.

Collaborating on Goal 6 - Communication Process

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
5				

7.0 Administrative Process

Goal 7.0: Campus governance entities are aware of and kept informed about web accessibility.

7.0 Goal Status - Required

Defined

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

Accomplishment 1 : Activity, progress, and legal issues are regularly shared with the Chairs of the ATI Steering Committee, with the committee itself, and with the President annually.

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

Plan 1 : Refresh membership on the ATI Steering Committee and expand it to include additional senior leaders.

Comments

During 2016/17 the ATI Steering Committee lost over half its leadership and Executive Sponsorship weakened. For 2017/18 the committee has been rebuilt with campus leadership. The ATI Coordinator provided comprehensive information to the ATI Steering Committee and a summary was forwarded to the President with an overview of the last reporting period.

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 Developed and published a Web Accessibility Plan.	Established	2008	X	X	The Web Accessibility Plan for this reporting year was in summary form and is posted on the ATI website at https://www.csustan.edu/accessible-technology-initiative/plans-management
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Defined	2008		X	The ATI Steering Committee and the Web Ad-hoc Subcommittee will update the Web Accessibility Plan for 2017/18.
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated	2012	X	X	This is not yet in place but planning for each of these metrics is in development. Documentation indicating impact is stored on Teamwork.
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.	Initiated	2015		X	This is not yet in place but, when developed, the documentation will be added to the guide. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan

Collaborating on Goal 7 - Administrative Process

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				

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.

