

ATI Web Accessibility Report Worksheet

Campus Name: CSU Stanislaus

Please refer to the report instructions before completing this form. The instructions were sent as a separate attachment and they are also posted on the [ATI Annual Reports: Instructions and Reporting Tools](#). The success indicators that have been removed are marked with an asterisk, and the row has been greyed out. New and/or changed success indicators have also been marked with an asterisk.

1.0 Web Accessibility Evaluation Process

Goal	Goal Status	Key Accomplishments	Key Plans
Identify and repair or replace inaccessible websites, web applications, and digital content.	Defined	<ul style="list-style-type: none"> • HiSoftware Sheriff and Deputy scans run by department content contributors or the ATI Coordinator and forwarded for review • Implemented use of HiSoftware Deputy for campus content creators • Provided user accounts in HiSoftware Sheriff for web team and key contributors • Set-up user accounts for Cryptzone training videos • Scans of vendor websites forwarded to the department that works with the vendor • Documented a process for auditing, monitoring and remediation of websites (SP) ATI Reporting Remediation Exemption Plan • The ATI Coordinator has a training and education process for staff that began roll-out in 2015/16 • Began the process of implementing Sitecues for the campus domain and key affiliated websites 	<ul style="list-style-type: none"> • Develop a workflow for testing and approving digital content before it is posted to websites • Formalize a training plan for campus content contributors for testing, remediation, and creation of accessible digital content • Implement Sitecues for the campus domain, the library website, Warrior Athletics, and Warrior Card
Comments		<ul style="list-style-type: none"> • Repair and replacement of web sites was completed during the migration to Drupal in 2014 but digital content was imported as-is. 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. • Developed an information packet for departmental content contributors, including tutorials and exercise file. Shared links to resources for remediation and replacement. Included the steps and measures for the evaluation process. • We asked for quotes from vendors to remediate policies currently posted and the cost was prohibitive (\$3500 for 166 documents). 	

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Evidence/Comments
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Established	2008	Yes	Yes	ATI Coordinator provides training and assistance with evaluation Web Services reviews web content Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan
1.2 Inventoried all campus administrative websites.	Defined	2014	Yes	Yes	Scans of campus websites are set up in 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	Yes	Yes	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	Yes	Yes	Web Services will send a list of the most active websites to the ATI Coordinator for scanning. 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	Yes	Yes	Run annually and stored in (SP) ATI/Web/HiSoftware and W:_Shared\OIT-Software\Campus Wide\HiSoftware
1.6 Conducted manual accessibility evaluations on websites and web applications.	Defined	2014	Yes	Yes	Run on demand using HiSoftware Deputy and stored in (SP) ATI/Web/HiSoftware and W:_Shared\OIT-Software\Campus Wide\HiSoftware
1.7 * Established a procedure to distribute evaluation results to campus members responsible for website and maintenance.	Defined	2012	Yes	Yes	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	Yes	Yes	The ATI Coordinator is working 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:_Shared\OIT-Software\Campus Wide\HiSoftware
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	Yes	Yes	The ATI Coordinator is 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:_Shared\OIT-Software\Campus Wide\HiSoftware

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Evidence/Comments
1.10 Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Managed	2007	Yes	Yes	Contact information is 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. 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	Yes	Yes	High impact websites identified by Communications and forwarded to the ATI Coordinator for manual evaluations. 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.	Initiated	2014	Yes	Yes	The ATI Coordinator 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			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		Yes	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. (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	Yes	Yes	Contact information is 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. https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Evidence/Comments
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Defined	2013	Yes	Yes	Contact information is 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. https://www.csustan.edu/accessible-technology-initiative/contact-us http://libguides.csustan.edu/accessibility
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Defined	2007	Yes	Yes	W:_Shared\OIT-Software\Campus Wide\HiSoftware (SP) ATI/Web/HiSoftware
1.18 * Established a procedure to distribute evaluation results to vendors responsible for website maintenance.	Defined	2014	Yes	Yes	Results for vendor sites are forwarded to the department with primary contact with the vendor. (SP) ATI/Web/ATI Web Evaluation and Compliance Plan

Area(s) of Requested Collaboration for Web Accessibility Evaluation Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

2.0 New Website/Web Application and Digital Content Design and Development Process

Goal	Goal Status	Key Accomplishments	Key Plans
New website/web application and digital content development complies with all Section 508 accessibility guidelines.	Defined	<ul style="list-style-type: none"> • Provided training in the use of high software deputy to digital content creators and post resources to the ATI website. • Identified key content creators across campus and worked with them to promote accessibility • Drupal resource website for content creators 	<ul style="list-style-type: none"> • Expand OIT and ATI workshops to offer classroom-style accessibility training to the campus. • Collaborate with the Training Officers and Compliance Officer to provide training in accessibility • Train web assistants to check for accessibility review before publishing new and revised content. • The ATI Coordinator and Web Services will develop an information sheet and checklist to send to content contributors when the

Goal	Goal Status	Key Accomplishments	Key Plans
			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.		

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Managed	2012			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.
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Defined	2015			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	Yes	Yes	Include links to all training, contact information, and remediation materials, and on ATI and web development website. Additional resources are posted to a collaborative website at (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	Yes	Yes	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. 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 https://www.csustan.edu/drupal

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Defined	2012	Yes	Yes	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	Yes	Yes	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
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated	2012	Yes	Yes	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
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Managed	2012	Yes	Yes	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:_Shared\OIT-Software\Campus Wide\HiSoftware
2.9 * Assigned responsibility for the New Web Development process to a body (person(s) or business entity).	Managed	2013	Yes	Yes	Communications is responsible for new web development, and the ATI Steering Committee Ad Hoc Web Committee

Area(s) of Requested Collaboration for New Website/Web Application and Digital Content Design and Development Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

3.0 Ongoing Monitoring Process

Goal	Goal Status	Key Accomplishments	Key Plans
Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards	Defined	<ul style="list-style-type: none"> Distribute results to ATI Steering Committee for distribution across campus Provide training to key contributors in use of HiSoftware Deputy for testing at the point of creation or revision Develop an information packet for departmental content contributors, including tutorials and exercise file. Share links to resources for remediation and replacement. Include the steps and measures for the evaluation process. 	<ul style="list-style-type: none"> Expand the ATI ad hoc web subcommittee to include additional staff and faculty involved in web and content creation Set up workflow for approval of new and revised web sites, applications, and digital content
Comments	Resources for creating digital content is on the ATI website, the LibApps page, and the shared drive https://www.csustan.edu/accessible-technology-initiative/web-accessibility http://libguides.csustan.edu/accessibility W:_Shared\OIT-Software\Campus Wide\HiSoftware		

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
3.1 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Defined	2012	Yes	Yes	ATI Coordinator provides training and assistance with evaluation Web Services reviews web content Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Initiated	2010		Yes	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
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		Yes	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
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Managed	2009	Yes	Yes	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
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity)	Defined	2009	Yes	Yes	ATI Coordinator is the contact person, provides training and assistance, but we don't yet have a review and approval process.
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	Yes	Yes	The ATI Coordinator has met with many content contributors to review digital content. This is still a developing process.
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Initiated	2012		Yes	The ATI Coordinator has met with many content contributors to review digital content. This is still a developing process.
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Initiated	2012		Yes	The ATI Coordinator has met with many content contributors to review digital content. This is still a developing process.
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Defined	2009	Yes	Yes	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
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Managed	2009	Yes	Yes	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
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Established	2013	Yes	Yes	Documentation is stored on the shared drive and Sharepoint W:_Shared\OIT-Software\Campus Wide\HiSoftware

Area(s) of Requested Collaboration for Ongoing Monitoring Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

4.0 Exemptions and Alternatives Process

Goal	Goal Status	Key Accomplishments	Key Plans
Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.	Initiated	<ul style="list-style-type: none"> ATI to collaborate with departments on campus to assist in the development of accessible are equally effective alternative materials 	<ul style="list-style-type: none"> Create process to create equally effective alternate content and exemption process Establish review and remediation process for non-accessible web applications.
Comments	<ul style="list-style-type: none"> We've begun training and conversations with departments who use online ticketing applications to ensure the app is accessible or an alternative process is in place. The ATI Coordinator is developing a process for remediation of the campus policies website. The posted documents are not all accessible and will be remediated in 2016/17. 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 process and is not sustainable or comprehensive. 		

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
4.1 Established a process for granting exemptions.	Not Started			Yes	
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Not Started			Yes	
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.	Initiated	2015	Yes	Yes	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

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated	2015	Yes	Yes	We are creating alternate formats but it's an ad-hoc process. Documentation and process is lacking.
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Not Started			Yes	
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	Yes	Yes	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
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2015	Yes	Yes	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:_Shared\OIT-Software\Campus Wide\HiSoftware
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated	2012	Yes	Yes	This will be a project in 2016/17
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	Yes	Yes	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			Yes	
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established	2009	Yes	Yes	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
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2012		Yes	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 W:_Shared\OIT-Software\Campus Wide\HiSoftware
4.13 * Assigned responsibility for the exemptions process to a body (person(s) or business entity).	Initiated	2012	Yes	Yes	ATI Coordinator provides training and assistance with evaluation Web Services reviews web content Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan

Area(s) of Requested Collaboration for Exemptions and Alternatives Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

5.0 Training Process

Goal	Goal Status	Key Accomplishments	Key Plans
Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.	Defined	<ul style="list-style-type: none"> Began a roll out of HiSoftware Deputy desktop tool to key contributors for accessibility testing during creation or revision Began providing training in accessibility guidelines and principles of UDL during HiSoftware Deputy training sessions Identified staff responsible for creating digital content in each department and began contacting them for training 	<ul style="list-style-type: none"> Formalize a training process for web and content contributors Collaborate with the campus Training Office to leverage trainer experience and training plans Set up user accounts on the Cryptzone training site
Comments	<ul style="list-style-type: none"> Several departments have begun testing and remediation of their websites using student assistants to supplement staff time and effort The ATI Coordinator has encouraged the use of student assistants for this function but cautioned the department to build a sustainable web effort by having permanent staff trained and involved. 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. 		

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
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	Yes	Yes	ATI Coordinator provides training and assistance with evaluation Web Services reviews web content 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	Yes	Yes	ATI Coordinator provides training and assistance with evaluation Web Services reviews web content Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
5.3 Established a web based repository for training materials that are available to members of the campus community	Established	2010	Yes	Yes	Training materials are available in a variety of locations; the ATI website, the LibApps ATI site, and the shared drive at W:_Shared\OIT-Software\Campus Wide\HiSoftware
5.4 Established and deployed accessible web training program for web developers and designers.	Defined	2010	Yes	Yes	This process started in 2015/16 with 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	Yes	Yes	Identified web and content contributors and began 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	Yes	Yes	Digital content training provided to groups and individuals with this responsibility (SP) ATI Workshops Training Presentations W:_Shared\OIT-Software\Campus Wide\HiSoftware
5.7 Established and deployed accessible web training program for digital content: video publishers.	Initiated	2010	Yes	Yes	This in briefly included in the training for digital content creators and web site 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	Yes	Yes	This in briefly included in the training for digital content creators and web site managers, but we need to expand this training issue
5.9 Training is offered on a regular schedule.	Initiated	2010	Yes	Yes	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	Yes	Yes	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
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established	2010	Yes	Yes	Documentation for ATI Web training is posted at (SP) ATI Workshops Training Presentations

Area(s) of Requested Collaboration for the Training Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

6.0 Communication Process

Goal	Goal Status	Key Accomplishments	Key Plans
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.	Defined	<ul style="list-style-type: none"> The ATI Coordinator promoted Section 508 guidelines for web accessibility at tech fairs, in-class presentations, at staff meetings, and faculty workshops OIT continued to present frequent faculty workshops on accessibility topics The campus ATI website has general information on Section 508 guidelines for staff, students, faculty, and the general public Training sessions for staff in the use of website testing tools and accessibility guidelines began 	<ul style="list-style-type: none"> Digital content contributors will be trained Training sessions for staff in the use of website testing tools and accessibility guidelines will be expanded Develop training materials for in-class training and follow-up exercises Collaborate with the campus Training Department to formalize training processes Provide information to campus trainers to have it included in scheduled training Work with the OIT to create a training step in the Information Security Access approval process
Comments	<ul style="list-style-type: none"> We do not have a consistent communication process with the campus, although materials are posted to the ATI website and provided in group trainings. We are short-staffed in Web Communications and Section 508 materials are not included in the Training Department's materials. 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. 		

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Established	2007	Yes	Yes	ATI Coordinator provides training and assistance with evaluation Web Services reviews web content Department content contributors evaluate digital content prior to publication (SP) ATI Web Evaluation & Compliance Plan
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Initiated	2010	Yes	Yes	This is a weak area for us. We will focus on this for 2016/17

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Not Started			Yes	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			Yes	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	Yes	Yes	Documentation of communication activities will be stored on Sharepoint Communication primarily through presentations but this will be expanded for 2016/17

Area(s) of Requested Collaboration for the Communication Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

7.0 Administrative Process

Goal	Goal Status	Key Accomplishments	Key Plans
Campus governance entities are aware of and kept informed about web accessibility.	Defined	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Refresh membership on the ATI Steering Committee and expand it to include additional senior leaders
Comments	During 2015/16 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. As of August 2016, we are working to replace lost members of the committee and reach out to the roles designated in the Chancellor's coded memos.		

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Evidence/Comments
7.1 Developed and published a Web Accessibility Plan.	Established	2008	Yes	Yes	The Web Accessibility Plan 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		Yes	Set up reminders to update the plan at the beginning of each academic year. Using Basecamp collaborative site to set reminders and work with other contributors
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated	2012		Yes	This is not yet in place but planning for each of these metrics is in development
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	Yes	Yes	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

Area(s) of Requested Collaboration for Administrative Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
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Contributors

This information will be used for follow up questions and collaboration.

Name	Title	Email Address	Phone Number
Julie Johnson	AVP for HR/EO Compliance	jjohnson34@csustan.edu	209.667.3006
Stan Trevena	AVP of OIT	strevena@csustan.edu	209.667.3137
Tawn Gillihan	ATI Coordinator	tgillihan@csustan.edu	209.667.3470
Mandeep Khaira	Graphic Designer	mkhaira@csustan.edu	209.667.3800