

# Campus Instructional Materials Annual Accessibility Report Academic Year 12/13

Response ID:23; 101572742 Data

## 1. Campus

### Campus Name - Required

Stanislaus

## 2. 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

Established

### Key Accomplishments 12/13 (Please list 3 to 5)

Accomplishment 1 : Collaboration on campus has increased substantially with greater communication and awareness of the goals of early adoption of textbooks and other instructional materials.

Accomplishment 2 : ATI and Affordable Learning Solutions groups are working together to promote timely and affordable adoption of instructional materials.

Accomplishment 3 : Bookstore tracks timely adoption compliance by college.

### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : We will develop a timeline for recommended adoption of textbooks and provide notice to the campus of approaching target dates.

Plan 2 : The ATI group will cross-promote with the Library and Bookstore to meet the goals of timely and accessible adoption.

Plan 3 : Work with academic departments and the campus bookstore to publish compliance data and provide to department deans.

Plan 4 : The ATI group can access timely adoption compliance information by arrangement with the bookstore.

### Comments

### 1.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			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]	Managed	2007	✓	✓	
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]	Established	2007	✓	✓	
1.3 Campus has developed milestones or specific measures of success for timely adoption compliance (e.g. percentage of timely adoptions) and implemented a system to track these measures. [Measurement]	Established	2008	✓	✓	

### Collaborating on Goal 1 - Timely Adoption

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	1.1			We would like to see examples and more templates for policies, resolutions, and procedures.
2	1.3			We would like to see examples of reports run by other campuses.
3				

### 3. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : The ATI Steering Committee is meeting with senior administrators and Deans to promote early adoption of textbooks.

Accomplishment 2 : Deans pre-select instructional materials for late hire or adjunct faculty.

Accomplishment 3 : The percentage of late-hire adoptions completed by campus deadline are tracked by campus bookstore.

#### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Develop a tracking method to determine when and how this is implemented across academic departments.


#### Comments

#### 2.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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			
2.2 Campus has developed specific measures of success for late-hire faculty (e.g. percentage of late-hire adoptions completed by campus deadline) and implemented a system to track these measures. [Measurement]	Defined	2012			

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

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments

		Yes	Yes	
1	2.2			We would like to see examples of the specific measures used by other campuses, and the methods used to roll out the program to academic departments.
2				

#### 4. 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

Established

##### Key Accomplishments 12/13 (Please list 3 to 5)

Accomplishment 1 : ATI is working closely with Disability Resource Services (DRS) to improve alternate media requests for timeliness and ease of access. DRS has a system in place – student initiates contact with DRS, provides documentation, is registered and approved for services by DRS, is then coded as eligible in PeopleSoft. Students can submit a request for alternate media accommodation via email to DRS.

Accomplishment 2 : DRS is implementing a system to allow students to submit requests for service to DRS via web form on the DRS website. The web form will be expanded in the next phase to include a request for alternate media accommodation.

Accomplishment 3 : DRS has a system in place to track submission of requests for alternate media and timeliness of response. This report is run each semester, stored, and available for review.

Accomplishment 4 : DRS will revise the annual survey for spring 2014 to include questions related to early registration and alternate media requests.

Accomplishment 5 : The ATI Coordinator facilitated a non-apparent disabilities Webinar that was sponsored by Student Affairs.

##### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : DRS is implementing a new electronic system for communication of disabled student's needs with faculty and staff, e.g. for testing accommodations, alternate media, or classroom recording needs.

Plan 2 : Will investigate adding a button on the ATI website for students to submit requests for alternate media to DRS.

Plan 3 : Working with DRS to coordinate shared information and resources with the ATI and DRS websites.

Plan 4 : Revise the ATI website to include information on non-apparent disabilities.

##### Comments

DRS and the campus bookstore work with students with special needs to provide alternate media assistance whenever possible. The process is hampered by late adoption of textbooks and instructional materials by some faculty and late hires in academic departments. DRS works with the campus bookstore and/or OIT to coordinate access to alternate media and instructional materials.

##### 3.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
3.1 Campus has implemented a system to provide early registration for			Yes	Yes	

3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Defined	2008	✓	✓	
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]	Established	2008	✓	✓	
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]	Established	2008	✓	✓	
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Managed	2012	✓	✓	
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	✓	✓	

### Collaborating on Goal 3 - Early Identification of Students with Disabilities

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	3.5	✓		Please share any examples of systems used to track these measures.
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## 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 12/13 (Please list 3 to 5)

Accomplishment 1 : Templates for creating accessible syllabuses and course materials have been posted to the ATI website.

Accomplishment 2 : Workshops are offered on a regular basis for faculty.

Accomplishment 3 : A new implementation of a Drupal Web Content Management System is underway.

Accomplishment 4 : Created a new campus ATI website

Accomplishment 5 : Create an ATI Steering Committee to provide guidance in reaching ATI objectives on campus.

### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : In conjunction with the new Web Content Management System we will identify and work with content developers to establish review and support for accessible curricular and instructional materials.

Plan 2 : OIT will investigate Blackboard Analytics to determine if a report is available that will measure the number of syllabuses posted to Blackboard. Also, DRS will add a question to the annual survey beginning spring 2014.

Plan 3 : OIT will investigate creating short videos to assist faculty in creation of accessible syllabuses and other instructional

materials, for posting to Blackboard.

**Comments**

Guidelines are in place for academic departments, OIT, DRS, and campus bookstore to coordinate course and curricular materials. OIT continues to offer workshops for faculty in LMS and other resources.

**4.0 Success Indicators**

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
4.1 Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the posting of IM to the campus LMS. [Commitment]	Established	2007			1/AS/08/UEPC
4.2 Campus has screened its LMS to determine whether it conforms to Section 508 accessibility standards and established a plan to address (or work-around) identified gaps. [Ability]	Established	2007			
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Defined	2007			1/AS/08/UEPC
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			
4.5 Campus has implemented mechanisms to provide alternate media production staff with access to instructional materials on LMS course sites for purposes of evaluating and converting materials. [Ability]	Managed	2007			
4.6 Campus has established specific measures of success (e.g., number of course sites with posted syllabi) for faculty posting of curricular materials in the campus LMS. [Measurement]	Initiated	2012			

**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	4.1			We would like to see policies on faculty use of non-university LMS or web sites to deliver instruction.
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**6. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : Expanded workshops for faculty in universal design for learning and ATI compliance.

Accomplishment 2 : Revised ATI website to include tutorials and templates for creating accessible media.

Accomplishment 3 : UEPC-approved Instructional Materials Accessibility Policy states academic departments will incorporate accessibility requirements under the same rubric as textbooks. We will continue to remediate inaccessible multimedia materials on request or when identified by the campus.

Accomplishment 4 : OIT provides staff, time, and workspace to address the accessibility of existing multimedia content by arrangement.

Accomplishment 5 : The newly-renovated Science I building has installed assistive listening devices in all classrooms and large signage indicating availability and location of devices.

### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : The ATI Coordinator is meeting with departments across campus to increase awareness and provide training in creation of accessible multimedia.

Plan 2 : OIT will continue to expand workshops in creating accessible multimedia-based resources.

Plan 3 : The ATI website will be expanded to include listings of apps, tutorials, videos, and tools to ensure accessibility.

### Comments

We will continue to remediate inaccessible multimedia materials as they are identified, but funding issues hinder a full survey of all existing materials. The cooperation of faculty governance would also be required. OIT provides staff, time, and workspace to address the accessibility of existing multimedia content by arrangement.

## 5.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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]	Established	2007			
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Defined	2007			
5.3 Campus has gathered survey information from media libraries regarding multimedia usage and format types (e.g. most frequently utilized titles and formats) to aid in tool selection and prioritization decisions. [Measurement]	Managed	2012			
5.4 Campus has built capacity (e.g. established practices, specified staff time, budget, tools, and/or work space) necessary to address the accessibility of existing and planned multimedia content and its delivery. [Ability]	Established	2007			
5.5 Campus has established measures of success related to multimedia accessibility (e.g. percent of new materials that are accessible, percent of existing materials that have been remediated). [Measurement]	Initiated	2012			

## Collaborating on Goal 5 - Accessibility Requirements for Multimedia

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	5.5			We would like to see the methods and policies used by other campuses to measure accessibility.
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## 7. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : UEPC approved Instructional Materials Accessibility Policy states academic departments will incorporate accessibility requirements under the same rubric as textbooks.

### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : UEPC is reviewing course approval forms for new and revised courses that include a section for an accessibility review of course materials.

### Comments

Accessibility requirements for review of curriculum materials are addressed by the Provost, academic departments, and the ATI Steering Committee, assisted by OIT, DRS, the campus bookstore, Library, Faculty Development Center, etc.

### 6.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
6.1 Accessibility requirements have been developed and integrated into the academic curriculum review process for new course adoptions and existing course reviews. [Commitment]	Defined	2007			
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Defined	2007			
6.3 Campus has established specific measures of success (e.g., number of courses that have undergone accessibility review) for incorporating accessibility into the curricular review and approval process. [Measurement]	Initiated	2012			

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	6.3			We would like to see examples of the reports or tools used to review and measure accessibility compliance.
2				
3				

## 8. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : Workshops in accessibility and Universal Design for Learning are regularly offered. ATI website will feature profiles of ATI Superstars.

Accomplishment 2 : OIT provides support in developing accessible course materials.

Accomplishment 3 : Tools and support are available from the Library, DRS, OIT, and the Faculty Development Center.

Accomplishment 4 : Lynda.com was added as a campus-wide tool and a link added to the each page of the new ATI website.

### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Accessible syllabus templates and video tutorials are posted on the ATI website.

Plan 2 : DRS will offer training for staff and faculty in the use of assistive technology.

### Comments

UEPC Instructional Materials Accessibility Policy approved 2008 and coordination with OIT and DRS. Materials are created and made available by OIT upon faculty request. Additional resources are available from library, bookstore, and DRS.

Materials include PubIT and Xanadu self-authoring tools, also Collaborate, Blackboard, Blackboard Mobile Learn, and CSU Stanislaus Mobile and Moodle.

### 7.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]	Established	2007			
7.2 Campus has established specific mechanisms to encourage faculty authoring and adoption of accessible instructional materials (e.g. recognition in article or letter of appreciation). [Ability]	Established	2007			
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Managed	2007			
7.4 Campus has specified technology (e.g. workstations, software,					



scanners) and personnel resources (e.g. student assistants, lab technicians) necessary to support faculty creation of accessible instructional materials. [Ability]	Defined	2007	✓		
7.5 Campus has implemented mechanisms to provide content distributors with access to tools or practices that allow accessibility testing of curricular materials (e.g. text-to-speech, voice recognition, keyboard-only navigation, Document Map). [Ability]	Defined	2010	✓	✓	
7.6 Campus has established specific measures of success for faculty creation of accessible instructional materials (e.g. improving quality of course reader and/or e-reserve material submissions). [Measurement]	Initiated	2010		✓	

#### Collaborating on Goal 7 - Supporting Faculty Creation of Accessible IM

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	7.6	✓		Please provide examples of how this is measured.
2				
3				
4				
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## 9. 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

Managed

#### Key Accomplishments 12/13 (Please list 3 to 5)

Accomplishment 1 : A comprehensive awareness campaign has been launched on campus to increase knowledge of accessibility issues and provide resources for the campus. The campaign includes workshops, a new website, infographics, and outreach to campus via tech fairs, faculty workshops, and department meetings.

Accomplishment 2 : A SharePoint site was created to host accessibility training and awareness materials. Workshops, focus groups, quick guides, tutorials, videos, and other materials have been shared with the campus by a variety of means.

Accomplishment 3 : Tutorials and videos have been posted on the ATI website on a page designed for Faculty, including an accessible syllabus template.

Accomplishment 4 : Workshops are offered on a regular basis, shown on a dedicated ATI calendar as well as other campus calendars, and attendees are recorded and receive a letter of confirmation for their attendance.

Accomplishment 5 : Worked with a special team leading a SharePoint project. The ATI Coordinator attended process-mapping meetings to introduce accessibility planning into the workflow process.

#### Key Plans 13/14 (Please list 3 to 5)

Plan 1 : Promotional materials in the form of handouts, brochures, and PowerPoint slides will be created and distributed to the campus for inclusion in orientations, meetings, and presentations.

Plan 2 : The new ATI website will be revised to include a page for ATI Superstars and will highlight staff, faculty, and students who promote or use accessible technology.

Plan 3 : The ATI Coordinator will work on tracking effectiveness of training activities.

Plan 4 : OIT is developing an ATI logo for using in promoting awareness on campus.

Plan 5 : A bulletin board display is in development for the OIT office area and display resources will be shared with the campus via the ATI website.

### Comments

The ATI Steering Committee created ad hoc subcommittees for Web, Procurement, and Instructional Materials, and also created a subcommittee for Communications and Awareness, with the ATI Coordinator serving as the Chair.

## 8.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Managed	2007			
8.2 Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability]	Optimizing	2008			
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, and distributing accessible materials. [Ability]	Managed	2008			
8.4 Campus has disseminated training materials for faculty regarding methods to post curricular materials to the campus LMS course site or equivalent (see Section 4). [Ability]	Managed	2008			
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]	Managed	2008			
8.6 Campus is tracking the effectiveness of training activities and materials for accessible authoring, conversion, and delivery of curricular materials. (e.g., user satisfaction levels, decreased demand for alternate media conversion). [Measurement]	Initiated	2008			

### Collaborating on Goal 8 - Communication Process and Training Plan

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	8.6			Please share examples of methods used to track effectiveness of training activities.
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## 10. 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 12/13 (Please list 3 to 5)**

Accomplishment 1 : The ATI Steering Committee was established with full representation from campus constituents.

Accomplishment 2 : The ATI Steering Committee was established and sub committees created for Web, IM, Procurement, and Communication & Awareness.

Accomplishment 3 : Committee activities are tracked by ATI Coordinator and stored in a SharePoint collaboration site.

**Key Plans 13/14 (Please list 3 to 5)**

Plan 1 : The ATI Steering Committee will meet to discuss the appointment of replacement members, and review the progress of the initiative over the past year.

Plan 2 : Senior members of the ATI Steering Committee will follow up with campus leaders to assess progress of the initiative and make recommendations for the coming year.

**Comments**

The campus President, Vice Presidents, Provost, and Deans are informed and supportive of the initiative and the ATI coordinator will implement the goals set by campus leadership.

**9.0 Success Indicators**

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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 student. [Commitment]	Established	2012	✓	✓	
9.2 Campus IMAP committee has suitable authority to ensure effectiveness of IMAP effort as well as to resolve issues and challenges. [Ability]	Defined	2012	✓	✓	
9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Established	2012	✓	✓	
9.4 Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification]	Initiated	2012	✓	✓	

**Collaborating on Goal 9 - Process Indicators**

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

## 11. Contributors

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### Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Carl	Whitman	AVP OIT	cwhitman@csustan.edu	209.667.3137
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### Final Comments

#### Required - Updated Campus Plan Declaration

No

#### Request for PDF Copy of Responses

Please send me a PDF copy of my responses to the following email address:: tgillihan@csustan.edu

#### Required - This report has been approved by Campus Sponsor:

Tawn Gillihan

## 12. Thank You!

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### Request PDF Copy of Responses

Jan 22, 2014 17:32:05 Success: Email Sent to: tgillihan@csustan.edu