

Campus Web Annual Accessibility Report Academic Year 12/13

Response ID:23; 101572742 Data

1. Campus

Campus Name - Required

Stanislaus

2. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : Created an ATI Steering Committee with an Ad Hoc Sub Committee for Web accessibility.

Accomplishment 2 : OIT and Communications worked together to review compliance and plan improvements for the coming year.

Accomplishment 3 : Created an outline for an evaluation and approval process for posting digital content to the campus website.

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

Plan 1 : A testing schedule will be implemented and the web plan updated to reflect procedures and timelines.

Plan 2 : Results of testing will be shared with the ATI Steering Committee for distribution to the campus.

Plan 3 : The current web system will be replaced in early 2014 with a Drupal based content management system. At that time non-compliant websites will be identified and replaced or removed.

Plan 4 : The campus master calendar system is migrating to a compliant system hosted service and training will be provided by the vendor to key scheduling staff.

Comments

The entire campus website will be revised in the new Drupal based content management system. This will identify and replace abandoned and/or non-compliant web pages with complaint sites. New postings including those for digital content will be evaluated and approved prior to posting in the new system. Training in creating complaint digital content is on-going.

1.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Established	2008	✓	✓	
1.2 Inventoried all campus administrative websites.	Established	2007	✓	✓	
1.3 Inventoried all administrative websites developed by contract vendors.	Initiated	2008		✓	
1.4 Established a process to perform regularly scheduled accessibility					

audits using established criteria to identify websites that need remediation.	Defined	2008	✓	✓	
1.5 Conducted automated accessibility evaluations on websites and web applications.	Initiated	2007		✓	
1.6 Conducted manual accessibility evaluations on websites and web applications.	Initiated	2005	✓	✓	
1.7 Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Initiated	2012	✓	✓	
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Defined	2008	✓	✓	
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.	Initiated	2008	✓	✓	
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	✓	✓	
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Defined	2009	✓	✓	
1.12 Conducted manual evaluations on digital content – videos.	Defined	2009	✓	✓	
1.13 Conducted manual evaluations on digital content – audios.	Initiated	2012	✓	✓	
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated	2012	✓	✓	
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Initiated	2012	✓	✓	
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Established	2008	✓	✓	
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Defined	2007	✓	✓	

Collaborating on Goal 1 - Web Accessibility Evaluation Process

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1	1.17	✓		Please share examples of the process used for evaluation.
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3. 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

Established

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

Accomplishment 1 : New webpages are created using an accessible template with oversight provided by the Advancement/Communications Office.

Accomplishment 2 : The new ATI website contains information on web accessibility, as well as templates and tutorials for creating accessible web sites and digital content.

Accomplishment 3 : ATI has been promoted on campus via presentations, training, resources, and promotional content including presentations, print materials, videos, displays, and participation in campus workshops and fairs.

Accomplishment 4 : Infographics have been obtained or created to promote web and digital content accessibility.

Accomplishment 5 : OIT offers regular workshops in creation of accessible content and use of tools to promote accessibility and Universal Design for Learning.

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

Plan 1 : The current web system will be replaced in early 2014 with a Drupal based content management system . At that time non-compliant websites will be identified and replaced or removed.

Plan 2 : The campus will continue to promote accessibility using a wide variety of media and communication.

Plan 3 : OIT will continue to offer regular workshops in the creation of accessible content and use of tools to promote accessibility and Universal Design for Learning, and will explore recording the workshops and posting the videos online for viewing 'on-demand'.

Plan 4 : Workshops will be expanded to include specific digital content creation techniques for staff.

Plan 5 : Exploring apps that support accessibility and universal design, and plan to create a listing of the apps on the ATI website.

Comments

We reached out to other campuses for permission to adapt presentations, manuals, etc. for our own ATI efforts. The other campuses have been very supportive and we would like to increase collaboration with other campuses.

2.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Managed	2007	✓	✓	
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Defined	2007		✓	
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Established	2007	✓	✓	
2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Managed	2007	✓	✓	
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Defined	2009	✓	✓	
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Established	2009	✓	✓	
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Established	2009	✓	✓	
2.8 Established a procedure to ensure that campus members					

involved in digital content development know who to contact for compliance assistance.

Managed

2009



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	2.6			If new videos or tutorials are created by the Chancellor's Office or other campus, we would appreciate the opportunity to post links to the resources.
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4. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : ATI Coordinator is collaborating with Advancement/Communications to establish procedures for ongoing monitoring and approval of new content and sites.

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

Plan 1 : A testing schedule will be implemented and the web plan updated to reflect procedures and timelines.

Plan 2 : Results of testing will be shared with the ATI Steering Committee for distribution to the campus.

Plan 3 : The current web system will be replaced in early 2014 with a Drupal based content management system . At that time non-compliant websites will be identified and replaced or removed.

Comments

Procedures will be clarified and documented once the new Drupal based content management system is implemented. Also, our web designer left campus and this affected our ability to remediate websites. Once a new web designer is onboard we will work closely with that department to implement standards.

3.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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	2009			
3.2 Established a procedure to verify that any changes made to existing	Defined	2009			

website and web applications comply with 508 accessibility guidelines.	Defined	2009	✓	✓	
3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.	Defined	2009	✓	✓	
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Established	2009	✓	✓	
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Defined	2009	✓	✓	
3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.	Defined	2009	✓	✓	
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Initiated	2012	✓	✓	
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Initiated	2012	✓	✓	
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Initiated	2009	✓	✓	
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Established	2009	✓	✓	
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Initiated	2007	✓	✓	

Collaborating on Goal 3 - Ongoing Monitoring Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
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5. 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

Defined

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

Accomplishment 1 : We have documented exceptions and created equally effective alternate formats for non-compliant digital content that has the most impact on student success.

Accomplishment 2 : The new ATI website has a page with accessible versions of digital content that cannot be made accessible.

Accomplishment 3 : New and revised digital content that have been made accessible have also been posted to the ATI website.

Accomplishment 4 : A SharePoint collaboration site has been created to archive accessible digital content, exemptions, and

equally effective alternatives.

Accomplishment 5 : ATI is collaborating with many departments on campus to assist in the development of accessible or equally effective alternative materials.

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

Plan 1 : The ATI Coordinator will work with Disability Resource Services to revise the DRS website and promotional materials.

Plan 2 : OIT is considering the creation of short video tutorials to assist the campus in creating accessible content.

Plan 3 : Workshops in accessibility will continue and may be recorded for viewing on demand.

Comments

Defined

The new Drupal-based content management system will enable the campus to identify non-accessible applications and digital content more easily. Once identified, the content can be made accessible or granted an exemption with an Equally Effective Alternative prior to posting to the website. Exemptions will be stored in a central location for reference and audit purposes.

4.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
4.1 Established a process for granting exemptions.	Initiated	2009	✓	✓	
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Initiated	2009		✓	
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.	Defined	2009	✓	✓	
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated	2008	✓	✓	
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Defined	2008	✓	✓	
4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Established	2009	✓	✓	
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2012	✓	✓	
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated	2012	✓	✓	
4.9 Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.	Defined	2010	✓	✓	
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Defined	2012	✓	✓	
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established	2009	✓	✓	
4.12 Documentation of the digital content exemptions and alternative					

accommodations process is archived and can be produced for inspection.

Initiated

2012



Collaborating on Goal 4 - Exemptions and Alternatives Process

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
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6. 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

Established

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

Accomplishment 1 : Created a new ATI website with a page for information on Web accessibility. Also created pages targeted to staff, students, and faculty with resources most relevant to their needs and roles.

Accomplishment 2 : The campus set up a group license with www.Lynda.com for on-demand training.

Accomplishment 3 : OIT continues to offer workshops and one-on-one assistance in creation of materials.

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

Plan 1 : The campus is exploring additional training opportunities such as creating short videos, taping workshops for later viewing, and creating additional templates with instructions for on-demand use.

Plan 2 : Promotional materials and presentations will be distributed across campus providing information on training resources for accessibility.

Comments

The ATI Coordinator created a new ATI website with a page for information on Web accessibility. We also created pages targeted to staff, students, and faculty with resources most relevant to their needs and roles. The new website also provides contact information for assistance with accessibility issues or questions. In a recent workshop with faculty we asked them how we could best serve their needs for creating accessible content. They replied that having the information available on demand, and in short segments, was more useful than hosting recurring workshops. Going forward, we will work to provide training in this format, in addition to the recurring workshops.

5.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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).	Managed	2010	✓	✓	
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Managed	2010	✓	✓	
5.3 Established a web based repository for training materials that are available to members of the campus community.	Managed	2010	✓	✓	
5.4 Established and deployed accessible web training program for web developers and designers.	Established	2010	✓	✓	
5.5 Established and deployed accessible web training program for web content contributors.	Established	2010	✓	✓	
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Established	2010	✓	✓	
5.7 Established and deployed accessible web training program for digital content: video publishers.	Established	2010	✓	✓	
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Established	2010	✓	✓	
5.9 Training is offered on a regular schedule.	Established	2010			
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Established	2010			
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established	2010			

Collaborating on Goal 5 - Training Process

5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
	Yes	Yes	
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7. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : The ATI Coordinator is a member of the ATI Steering Committee and Chair of the Communications & Awareness Subcommittee.

Accomplishment 2 : A Communications & Awareness plan is underway to promote accessibility and Universal Design for Learning.

Accomplishment 3 : Attended the OIT Tech Fair to promote accessibility.

Accomplishment 4 : A monthly ATI Faculty Open Forum workshop is held.

Accomplishment 5 : The ATI Coordinator is working with faculty in the Affordable Learning Solutions group to promote accessibility and increase awareness.

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

- Plan 1 : Distribute accessibility information and materials for inclusion in orientations, meetings, and workshops.
- Plan 2 : Further develop the ATI Communications & Awareness campaign across campus with a formalized plan.
- Plan 3 : Create and distribute print materials across campus promoting accessibility.

Comments

The ATI Coordinator attended the OIT Tech Fair and demoed the new ATI website, displayed a variety of infographics, and made contact with many students, faculty, and staff. Follow up meetings are planned to discuss training, awareness, and collaboration.

6.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Managed	2007	✓	✓	
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Established	2010	✓	✓	
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Initiated	2010	✓	✓	
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Initiated	2012	✓	✓	
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Initiated	2010		✓	
6.6 Documentation of the communication process is archived and can be produced for inspection.	Initiated	2012	✓	✓	

Collaborating on Goal 6 - Communication Process

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
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8. 7.0 Administrative Process

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

7.0 Goal Status - Required

Established

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

Accomplishment 1 : The ATI Steering Committee was formed to provide leadership to the campus.

Accomplishment 2 : A Web Accessibility Ad Hoc Subcommittee was created to promote web compliance.

Accomplishment 3 : Created a Plans & Management page on the ATI website to post most recent versions of plans, along with membership in the ATI Steering Committee.

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

Plan 1 : Review and revise web accessibility plan, with a timetable for periodic review.

Plan 2 : Appoint Chair for the Web Accessibility Ad Hoc Subcommittee following the departure from campus of the previous chair.

Comments

The ATI Steering Committee provides governance and communication to the various campus departments and committees.

7.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
7.1 Developed and published a Web Accessibility Plan.	Established	2008		✓	
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Defined	2008		✓	
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated	2012	✓	✓	
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	2012	✓	✓	

Collaborating on Goal 7 - Administrative Process

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
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9. Contributors

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Carl	Whitman	AVP OIT	cwhitman@csustan.edu	209.667.3137
2	Tawn	Gillihan	ATI Coordinator	tgillihan@csustan.edu	209.667.3470

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Final Comments

Required - Updated Campus Plan Declaration

No

Request for PDF Copy of Responses

Please send 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

10. Thank You!

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Jan 22, 2014 15:54:52 Success: Email Sent to: tgillihan@csustan.edu
