CSU Stanislaus Web Evaluation and Compliance Plan

# Web Accessibility Implementation Plan:

## A process for auditing, monitoring and remediation of websites

Compliance Sheriff will be used to do automated verifications of web sites. Compliance Deputy will be used for single page testing. Manual evaluations will be scheduled so that all sites will have been reviewed and repaired by appropriate deadlines. The ATI Coordinator will make available to other web server administrators Compliance Sheriff and Compliance Deputy so that their content can be adequately tested.

## A process for establishing accountability and documentation procedures

Each organization shall designate a web contact. Each contact person will be responsible for scheduling automated verifications of sites they host through the Learning Services as well as performing manual reviews accordingly. Each contact person will be responsible for collecting, archiving and responding to the reports generated by Compliance Sheriff, Compliance Deputy, and the manual review process for each web site hosted on their server. The accessibility reports shall be maintained for the life cycle of the web sites under their control.

## A strategy to ensure that new websites and web content incorporate accessibility in the design and authoring process

The ATI Coordinator will promote the best practices for web site construction through training, communication, and design services.

## A process for determining exceptions and for developing, documenting and communicating the equally effective alternate form of access that will be provided

The ATI Coordinator will be the authority in deciding if a site cannot be made compliant with the current technology.

When the fundamental functionality of a web site cannot be made compliant the owner of the site must provide materials in an alternative format that will accommodate users who cannot access the information.

Each web site owner will designate a person to respond to requests for material in alternative format that will be displayed on the home page of the web site.

## A process for identifying critical administrative websites that require remediation

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.)

## A process for providing alternative ways of delivering information during any period in which websites are undergoing retrofit

Web site owners will make information available in print and other formats deemed necessary to accommodate users during a time of retrofit upon request.

## A training plan for those who develop and maintain websites and who author web content

The ATI Coordinator will offer regular training in the best practices of web site design, the most current philosophies regarding enhancing usability and ensuring accessibility.

## A communication plan to educate the campus about web accessibility requirements

The ATI Steering Committee Chairs will release a communication to the campus indicating our level of commitment to the ATI.

Members of the ATI Steering Committee will attend various committee and subcommittee meetings to inform key groups about web accessibility, our plans and services. The ATI Coordinator will email the campus community promoting the need for web accessibility and offer training.

## An evaluation process to measure the effectiveness of the plan

A report will be presented to the ATI committee that will detail what percentage of all web sites have passed automated verifications, what percentage of all web sites have undergone manual evaluation and remediation, and the current weekly average of sites failing. The report will also include a summary of any accessibility complaints regarding web sites, the steps to remediate them, and the level of user satisfaction regarding the final result.

## The identification of the roles and responsibilities associated with the above processes

Item 1: The ATI Coordinator will be responsible for providing access to automated verifications of web sites; individual web server administrators will be responsible for manual evaluation of web sites under their control.

Item 2: Department/Program web contributors will be responsible for maintaining a record of web site evaluations (automated and manual) for sites under their control.

Item 3: The ATI Coordinator will be responsible for promoting accessible / usable web site design.

Item 4: Section 508 compliance officer

Item 5: ATI committee

Item 6: Web site owners

Item 7: Learning Services.

Item 8: ATI committee

Item 9: ATI committee designees

# CSU Stanislaus Web Administrator’s Duties

## Department/Program Responsibilities Are:

1. Identify content contributors and contact the ATI Coordinator to arrange follow-up
2. Install HiSoftware Deputy to web browsers for testing
3. Run scans on web pages
4. Remediate errors:
   1. Add alt tags to images
   2. Add titles to links and check/fix broken links
   3. Format tables with header rows
   4. Post accessible documents (Word, PDF, etc.)
   5. Post accessible multimedia (Videos must be closed captioned, Podcasts must have transcripts, etc.)
5. Maintain records of scan reports and remediation activities
6. Review and approve web revisions and digital content before posting to web site

## Web Services will:

1. Address color contrast issues in coding
2. Check forms accessibility
3. Check other backend (multimedia, JavaScript, etc.)
4. Address special reader or plug-in finding.
5. Put together step by step instructions for adding alt tags and link titles
6. Every page that comes in for publishing with images and links will be reviewed and sent back for fixing if not compliant
7. Ensure design standards meet WCAG2.0 requirements

## The ATI Coordinator will:

1. Provide technical support and training for use of HiSoftware Deputy
2. Maintain online collaboration site for coordination of information
3. Collect compliance information for annual report to the Chancellor’s Office

In the event that the website cannot meet Section 508 standards under current technology, alternatives must be available. The ATI Coordinator will be the authority in deciding if a site cannot be made compliant with current technology. When the fundamental functionality of a web site cannot be made compliant the owner of the site must provide materials in an alternative format that will accommodate users who cannot access the information.