

Campus Instructional Materials Annual Accessibility Report for Academic Year 13/14

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

Defined

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

- Accomplishment 1 : • The campus held cross-promotion events and workshops to promote collaboration. Participants include ATI, Affordable Learning Solutions (AL\$), Quality Online Learning and Teaching (QOLT), Library, Bookstore, Office of Information Technology (OIT), Disability Resource Services (DRS), and Faculty Development Center (FDC)
- Accomplishment 2 : • Bookstore tracks timely adoption compliance by college
- Accomplishment 3 : • Created a draft process for tracking compliance and sharing the results with Deans and Chairs
- Accomplishment 4 : • Learning Services contacted Deans and Chairs to survey department policies and procedures for early textbook adoption
- Accomplishment 5 : • ATI website expanded to add Instructional Materials page with resources for faculty

Key Plans AY 14/15 (Please list 3 to 5)

- Plan 1 : • Share results of the bookstore's textbook adoption data and missing textbook reports with ATI Steering Committee for distribution to academic departments
- Plan 2 : • Develop a notification process for the campus to give order-by dates, with follow-up reminders
- Plan 3 : • Develop process and roles for contacting academic departments that are shown on the missing textbook report
- Plan 4 : • Bookstore textbook adoption report will be updated to show 'Textbook Not Required', rather a blank field
- Plan 5 : • Additional presentations will be made to faculty on the importance of early textbook adoption

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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	X	X	
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]	Managed	2007	X	X	
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]	Managed	2008	X	X	

Collaborating on Goal 1 - Timely Adoption

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
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 13/14 (Please list 3 to 5)

Accomplishment 1 : • Awareness of this issue has increased on campus following presentations to faculty and participation in workshops

Accomplishment 2 : • ATI website expanded to add Instructional Materials page with resources for faculty

Accomplishment 3 : • Learning Services contacted Deans and Chairs to survey department policies and procedures for IM for late-hire faculty

Accomplishment 4 : • Created a draft process for tracking compliance and sharing the results with Deans and Chairs

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • Expand the ATI Instructional Materials webpage to include student testimonials, FacultyEnlight textbook ordering tool

Plan 2 : • Share results of the bookstore's missing textbook adoption reports with ATI Steering Committee for distribution to academic departments

Plan 3 : • Develop a notification process for the campus to give order-by dates, with follow-up reminders

Plan 4 : • Develop process and roles for contacting academic departments that are shown on the missing textbook report

Plan 5 : • Expand ATI presentations to faculty to include the negative impact on student success caused by late or

missing

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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	X	X	
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	X	X	

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				

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 13/14 (Please list 3 to 5)

Accomplishment 1 : • ATI invited DRS to collaborate in the OIT Tech Fair, offering information, infographics, resources, and a live demo of the new ATI website

Accomplishment 2 : • DRS has a system in place to track submission of requests for alternate media and timeliness of response. The reports are available from DRS

Accomplishment 3 : • Bookstore staff instructed to refer all inquiries for accessible instructional materials to DRS

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • Expand the ATI website to include more information and resources on apparent and non-apparent disabilities

Plan 2 : • Work with DRS to create additional channels for requesting services, including the planned implementation of a web-based request form

Plan 3 : • ATI is investigating options for National Disability Awareness Month for 2014/15

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Managed	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]	Managed	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]	Managed	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				
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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 13/14 (Please list 3 to 5)

Accomplishment 1 : • OIT Learning Services continues to offer frequent workshops and provides services on request for posting accessible electronic materials

Accomplishment 2 : • ATI promoted accessibility in electronic materials in frequent workshops, department meetings, and promotional events

Accomplishment 3 : • New web vendor implementation was in progress at end of this reporting period

Accomplishment 4 : • The ATI website was revised to additional resources for LMS-related accessibility

Accomplishment 5 : • OIT Learning Services hosted its annual Tech Fair with a large number of IM and tech vendors

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • The Accessibility Coordinator will work closely with Learning Services to promote accessibility in faculty and staff workshops

Plan 2 : • The ATI website will be revised to post a workshop calendar and additional links to the Learning Services resource pages

Plan 3 : • An accessibility check will be added to the Revised Course form used by faculty

Plan 4 : • An information and resource packet for creating accessible syllabuses, LMS postings, and UDL resources will be created and distributed to the campus

Plan 5 : • OIT will create or source short video tutorials on creating accessible IM and LMS postings

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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		X	
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	X	X	
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	X	X	
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	X	X	
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		X	

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	
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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 13/14 (Please list 3 to 5)

Accomplishment 1 : • Continued to expand workshops for faculty in UDL, accessibility, and legal compliance for ADA

Accomplishment 2 : • ATI presented information on timely adoption and accessibility. Participants include ATI, Affordable Learning Solutions (AL\$), Quality Online Learning and Teaching (QOLT), Library, Bookstore, Office of Information Technology (OIT), Disability Resource Services (DRS), and Faculty Development Center (FDC)

Accomplishment 3 : • Bookstore lists all available versions of textbooks, including print/electronic and new/used/rental, the listing is available on the bookstore shelves and on the bookstore website

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • ATI is investing options for review and remediation of digital content postings to the campus website

Plan 2 : • Expand the ATI website to include a list of resources for captioning, transcripts, audio description, screen readers, etc.

Plan 3 : • OIT offers ongoing workshops for faculty on the need for and legal obligations to use media produced specifically for accessibility or, should such not be available, then inaccessible media that has been remediated for the purpose.

Plan 4 : • The bookstore will provide a report each semester showing the number of books ordered that include an e-book option and include a text-to-speech feature.

Plan 5 : • Learning Services and the Library will discuss posting high-circulation videos to Media Site for use in instruction

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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		X	
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Defined	2007		X	
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		X	
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	X	X	
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	
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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 13/14 (Please list 3 to 5)

Accomplishment 1 : • UEPC approval of New and Revised Course Approval form to include accessibility review

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • New syllabus policy does not include accessibility statements; provide information and list of resources for faculty

- Plan 2 : • Request copies of New and Revised Course Approval forms for documentation of process
 Plan 3 : • Create a reporting tool for use by academic department to report to Deans/Chairs

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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	X	X	
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Defined	2007	X	X	
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		X	

Collaborating on Goal 6 - Accessibility Requirements for Curricular Review and Approval

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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 13/14 (Please list 3 to 5)

Accomplishment 1 : • OIT continues to offer frequent and regularly scheduled workshops in creating accessible instructional materials and principles of UDL

Accomplishment 2 : • The ATI Faculty webpage was revised to include additional resources for creating accessible IM

Accomplishment 3 : • A new page titled 'Instructional Materials' was added to the ATI website

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • Create display materials and information packets on creating accessible content for distribution to campus

Plan 2 : • Contact Dean, Chairs, VPs, AVP, and request display space in their departments

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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	X	X	
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	X	X	
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Managed	2007	X	X	
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]	Managed	2007	X	X	
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		X	
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		X	

Collaborating on Goal 7 - Supporting Faculty Creation of Accessible IM

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 13/14 (Please list 3 to 5)

Accomplishment 1 : • Collaborations with DRS, AL\$, Library, Business & Finance, Bookstore, FDC, OIT, etc
 Accomplishment 2 : • Participated in the OIT Tech Fair along with Disability Resource Services
 Accomplishment 3 : • ATI Coordinator participated in a course project researching student disabilities and preferred social media platforms
 Accomplishment 4 : • Created alternate versions of inaccessible documents, such as the campus academic calendar and posted to the ATI website
 Accomplishment 5 : • Learning Services contacted Deans and Chairs for information on department policies and procedures for textbook ordering

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • Add a page on the ATI website for complaint procedures and contact information and 'Complaint' item to the A-Z Directory.
 Plan 2 : • Expand posting of alternate versions of inaccessible documents to the website

Comments

8.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Managed	2007	X	X	
8.2 Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability]	Optimizing	2008	X	X	
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	X	X	
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	X	X	
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	X	X	
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		X	

Collaborating on Goal 8 - Communication Process and Training Plan

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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 13/14 (Please list 3 to 5)

Accomplishment 1 : • The ATI Steering Committee met to receive updates on campus activities and to provide oversight for accessibility awareness and implementation.

Accomplishment 2 : • The ad hoc subcommittees of the ATI Steering Committee met frequently to promote accessibility on campus

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : • ATI Steering Committee plans to meet monthly and receive training on accessibility and disability awareness

Plan 2 : • ATI website will include various presentations for the use of committee members

Plan 3 : • Expand committee membership to include collaboration partners

Plan 4 : • Expand ad-hoc committees to include as needed assistance

Comments

9.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	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	X	X	
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	X	X	
9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Established	2012		X	
9.4 Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification]	Initiated	2012		X	

Collaborating on Goal 9 - Process Indicators

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

11. Contributors

Final Comments

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Stan	Trevena	Interim AVP of OIT	strevena@csustan.edu	209.667.3137
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4					
5					

Required - Updated Campus Plan Declaration

No

Request for Submission Notification

Please send an email verifying submission of this report to:

Name:

Tawn Gillihan

Email:

tgillihan@csustan.edu

Request for PDF Copy of This Report

Please send a PDF copy of this report to:

Name:

Tawn Gillihan

Email:

tgillihan@csustan.edu

Required - This report has been approved by Campus Sponsor:

Tawn Gillihan

12. Thank You!

Submission Notification

Jan 16, 2015 19:21:31 Success: Email Sent to: tgillihan@csustan.edu

Request PDF Copy of Responses

Jan 16, 2015 19:21:35 Success: Email Sent to: tgillihan@csustan.edu