

Campus Web Annual Accessibility Report for Academic Year 13/14

Response ID:21; 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 AY 13/14 (Please list 3 to 5)

- Accomplishment 1 : • The campus implemented a new Drupal-based content management system, the vendor is KWall
- Accomplishment 2 : • Non-compliant web sites were modified or removed
- Accomplishment 3 : • Content creators received training in the use of the CMS

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

- Plan 1 : • Set up scheduled scans of the campus website including digital content
- Plan 2 : • Distribute results of the scans to the ATI Steering Committee for distribution to the campus
- Plan 3 : • Develop and document a process for auditing, monitoring and remediation of websites
- Plan 4 : • Implement use of HiSoftware Deputy for campus content creators

Comments

- The entire campus website was revised in the new Drupal content management system. We were able to identify and replace abandoned or noncompliant webpages with compliant sites.
- We've had issues with HiSoftware Sheriff and will follow up with efforts to improve training and set up successful scans.

1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Established	2008	X	X	
1.2 Inventoried all campus administrative websites.	Established	2007	X	X	
1.3 Inventoried all administrative websites developed by contract vendors.	Initiated	2008	X	X	
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Initiated	2008	X	X	
1.5 Conducted automated accessibility evaluations on websites and web applications.	Initiated	2007	X	X	
1.6 Conducted manual accessibility evaluations on websites and web applications.	Initiated	2005	X	X	
1.7 Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Initiated	2012	X	X	
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Defined	2008	X	X	
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	X	X	
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	X	X	
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Defined	2009	X	X	
1.12 Conducted manual evaluations on digital content – videos.	Defined	2009	X	X	
1.13 Conducted manual evaluations on digital content – audios.	Initiated	2012	X	X	
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated	2012		X	
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		X	
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Established	2008	X	X	
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Initiated	2007		X	

Collaborating on Goal 1 - Web Accessibility Evaluation Process

1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
	Yes	Yes	
1			
2			
3			
4			
5			

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The new CMS system provides accessible templates with frameworks for the placement of content.

Accomplishment 2 : • Web pages built within the CMS are reviewed by the webmaster prior to posting

Accomplishment 3 : • Instructions for creating accessible digital content have been added to the ATI website for staff, students, and faculty

Accomplishment 4 : • Digital content creators are contacting OIT and ATI for assistance in creating accessible digital content

Accomplishment 5 : • Alternate formats of high-impact, inaccessible documents are being created and posted to the ATI web site under the section Resources, Training, & Accessible Documents

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

Plan 1 : • Continue to create alternate versions of digital content and post to the ATI website and the departmental website.

Plan 2 : • Expand OIT and ATI workshops to offer accessibility training to staff and students.

Plan 3 : • Provide training in the use of high software deputy to digital content creators and post resources to the ATI website.

Plan 4 : • Identify key content creators across campus and work with them to promote accessibility

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	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	X	X	
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Defined	2007	X	X	
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Defined	2007	X	X	
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	X	X	
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Defined	2009	X	X	
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Established	2009	X	X	
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Established	2009	X	X	
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Managed	2009	X	X	

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				
3				
4				
5				

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The ATI coordinator is now a seat holder in the CMS website design tool and is providing support to administrative departments as requested.

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

Plan 1 : • Work to expand the ATI ad hoc subcommittees to include additional staff and faculty resources as needed to meet the goals of accessibility.

Plan 2 : • Set up scheduled scans of the campus website including digital content

Plan 3 : • Distribute results to ATI Steering Committee for distribution across campus

Plan 4 : • Provide training to key contributors in use of HiSoftware Deputy for testing at the point of creation or revision

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	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	X	X	
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Defined	2009	X	X	
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	X	X	
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Established	2009	X	X	
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Defined	2009	X	X	
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	X	X	
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Initiated	2012	X	X	
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Initiated	2012	X	X	
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Initiated	2009	X	X	
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Established	2009	X	X	
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Initiated	2007	X	X	

Collaborating on Goal 3 - Ongoing Monitoring Process

3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
	Yes	Yes	
1			
2			
3			
4			
5			

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • Created accessible versions of high-impact documents that could not be made accessible due to visualization of data

Accomplishment 2 : • Posted accessible versions to campus ATI website under Resources, Training, & Accessible Documents page

Accomplishment 3 : • ATI is collaborating with many departments on campus to assist in the development of accessible are equally effective alternative materials.

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

Plan 1 : • Documented process for handling exemptions as part of the campus Web Accessibility Plan

Plan 2 : • Create central location with backlinks to accessible versions of high-impact digital content and promotional materials

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
4.1 Established a process for granting exemptions.	Initiated	2009		X	
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Initiated	2009		X	
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	X	X	
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated	2008		X	
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Defined	2008		X	
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	X	X	
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2012		X	
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated	2012	X	X	
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	X	X	
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Defined	2012	X	X	
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established	2009	X	X	
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2012		X	

Collaborating on Goal 4 - Exemptions and Alternatives Process

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
5				

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The new CMS website tool was rolled out to the campus and key contributors were trained in its use and accessibility guidelines

Accomplishment 2 : • Training resources were posted to the campus ATI website

Accomplishment 3 : • Contact information for assistance with creating accessible websites and digital content was posted on the campus ATI website

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

Plan 1 : • Roll out HiSoftware Deputy desktop tool to key contributors for accessibility testing during creation or revision

Plan 2 : • Provide training in accessibility guidelines and principles of UDL during HiSoftware Deputy training sessions

Plan 3 : • Expand training to staff responsible for creating digital content

Plan 4 : • The campus continue to offer it group license with www.Lynda.com for on-demand training.

Plan 5 : • The campus is exploring additional training opportunities such as creating short videos taking workshops for later viewing and creating additional templates with instructions for on-demand use.

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	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	X	X	
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Managed	2010	X	X	
5.3 Established a web based repository for training materials that are available to members of the campus community.	Managed	2010	X	X	
5.4 Established and deployed accessible web training program for web developers and designers.	Established	2010	X	X	
5.5 Established and deployed accessible web training program for web content contributors.	Established	2010	X	X	
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Established	2010	X	X	
5.7 Established and deployed accessible web training program for digital content: video publishers.	Established	2010	X	X	
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Established	2010	X	X	
5.9 Training is offered on a regular schedule.	Established	2010	X	X	
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	X	X	
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established	2010	X	X	

Collaborating on Goal 5 - Training Process

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
5				

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • The ATI Coordinator promoted Section 508 guidelines for web accessibility at tech fairs, in-class presentations, at staff meetings, and faculty workshops

Accomplishment 2 : • OIT continued to present frequent faculty workshops on accessibility topics

Accomplishment 3 : • The campus ATI website has general information on Section 508 guidelines for staff, students, faculty, and the general public

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

Plan 1 : • The campus ATI website has general information on Section 508 guidelines for staff, students, faculty, and the general public

Plan 2 : • Training sessions for staff in the use of website testing tools and accessibility guidelines will be expanded

Plan 3 : • A Communications & Awareness Plan for promoting Section 508 guidelines is in development and will be implemented for 2014/15

Plan 4 : • Disability Awareness Month activities are planned for March 2015

Plan 5 : • Additional training tools will be added to the ATI website

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Managed	2007	X	X	
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Established	2010	X	X	
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Initiated	2010		X	
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Initiated	2012		X	
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Initiated	2010		X	
6.6 Documentation of the communication process is archived and can be produced for inspection.	Initiated	2012	X	X	

Collaborating on Goal 6 - Communication Process

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
5				

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 AY 13/14 (Please list 3 to 5)

Accomplishment 1 : • A new Chair of the Web Accessibility Ad Hoc Committee was appointed

Accomplishment 2 : • The new CMS website implementation process inventoried and replaced previous websites

Accomplishment 3 : • Developed a draft timeline and procedure for testing campus websites, vendor sites, and digital content

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

Plan 1 : • Review and revise the Web Accessibility plan and post the revised plan to the ATI website

Plan 2 : • Expand the Web Accessibility Ad Hoc Committee to include additional members as needed

Plan 3 : • Implement the testing process with scheduled scans and distribute results to the ATI Steering Committee

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
7.1 Developed and published a Web Accessibility Plan.	Established	2008	X	X	
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Defined	2008		X	
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated	2012		X	
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		X	

Collaborating on Goal 7 - Administrative Process

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

9. 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
2	Tawn	Gillihan	ATI Coordinator	tgillihan@csustan.edu	209.667.3470
3	Mandeep	Khaira	Graphic Designer	mkhaira@csustan.edu	209.667.3800
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 Responses

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

10. Thank You!

Submission Notification

Jan 16, 2015 16:57:02 Success: Email Sent to: tgillihan@csustan.edu

Request PDF Copy of Responses

Jan 16, 2015 16:57:06 Success: Email Sent to: tgillihan@csustan.edu