

# Web CAR AY14/15

## 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 14/15 (Please list 3 to 5)

Accomplishment 1 : Set up scheduled scans of the campus website including digital content

Accomplishment 2 : Identified campus content creators for training

Accomplishment 3 : Ran scans on many contract vendor websites to check for accessibility

#### Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : Develop a process to evaluate results of the scans

Plan 2 : Create a process for distributing a summary of the results 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

Plan 5 : Provide training in HiSoftware Sheriff for web team, ATI staff, and contributors

#### Comments

#### 1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Defined	2008	X		
1.2 Inventoried all campus administrative websites.	Initiated	2014	X	X	
1.3 Inventoried all administrative websites developed by contract vendors.	Initiated	2014	X	X	
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Initiated				
1.5 Conducted automated accessibility evaluations on websites and web applications.	Defined	2014	X	X	Scan set to run annually in June
1.6 Conducted manual accessibility evaluations on websites and web applications.	Initiated	2014	X		High impact websites identified by Communications and forwarded to the ATI Coordinator for manual

					evaluations
*1.7 <b>REVISED</b> Established a procedure to distribute evaluation results to campus members responsible for website and maintenance.	Initiated	2012	X	X	The Sub-Committee Chair will bring the results to the ATI Steering Committee. Following approval of the ATI Steering Committee, the reports will be distributed to campus stakeholders by the Chairs of the committee.
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Initiated	2014	X	X	Communications will track remediation performed by their office, and will work with the ATI Coordinator to track remediation and replacements made by departmental content contributors
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.	Defined	2008		X	Develop an information packet for departmental content contributors, including tutorials and exercise file. Share links to resources for remediation and replacement. Include the steps and measures for the evaluation process.
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		Provide information on ATI and Communications Dept. websites showing contact information Include information in Staff & Dept. ATI Awareness posters
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Defined	2012	X	X	High impact websites identified by Communications and forwarded to the ATI Coordinator for manual evaluations. Create a spreadsheet showing evaluation and remediation for digital content
1.12 Conducted manual evaluations on digital content – videos.	Initiated	2014		X	Identify high-impact videos and conduct manual evaluation, ongoing
1.13 Conducted manual evaluations on digital content – audios.	Initiated	2014		X	Identify high-impact audios and conduct manual evaluation, ongoing
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated	2012		X	Create an email template with link to digital content, explanation of finding, and link to resources for correction.
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		Include links to all training, contact information, and remediation materials, and on ATI and web development website.
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to	Defined	2013	X	X	Include contact information in all training and remediation materials, and on ATI and web

contact for compliance assistance.					development website.
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Defined	2007		X	SP: 14/AS/07/AdHoc – WEB ACCESSIBILITY PLAN
*1.18 <b>NEW</b> Established a procedure to distribute evaluation results to vendors responsible for website maintenance.	Defined	2014	X		ATI Coordinator runs reports, sends to Communications for review. Communications forwards results to the campus contact for the vendor with instructions for remediation.

**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**

Defined

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

- Accomplishment 1 : Web pages built within the CMS are reviewed by the webmaster prior to posting
- Accomplishment 2 : Instructions for creating accessible digital content have been added to the ATI website for staff, students, and faculty
- Accomplishment 3 : Digital content creators are contacting OIT and ATI for assistance in creating accessible digital content

**Key Plans AY 15/16 (Please list 3 to 5)**

- Plan 1 : Expand OIT and ATI workshops to offer accessibility training to staff and students.
- Plan 2 : Provide training in the use of high software deputy to digital content creators and post resources to the ATI website.
- Plan 3 : 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 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Managed	2012			New websites based on accessible templates provided by Web Development
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Not Started				We are unsure what this means.
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Initiated	2012		X	Include links to all training, contact information, and remediation materials, and on ATI and web development website.
2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Managed	2012	X		Include links to all training, contact information, and remediation materials, and on ATI and web development website. Current content developers contact the ATI Coordinator or Web Services
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Initiated	2012		X	Provide templates and training for content contributors for the creation of accessible digital content.
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Initiated	2012		X	Provide templates and training for content contributors for the creation of accessible digital content.
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated	2012	X	X	Provide templates and training for content contributors for the creation of accessible digital content.
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Managed	2012	X		Include contact information in all training and remediation materials, and on ATI and web development website. Current content developers contact the ATI Coordinator or Web Services
*2.9 <b>NEW</b> Assigned responsibility for the New Web Development process to a body (person(s) or business entity).	Defined	2013	X		Communications is responsible for new web development, and the ATI Steering Committee Ad Hoc Web Committee

**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	2.2	X		Please provide examples of accessible coding
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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 AY 14/15 (Please list 3 to 5)**

Accomplishment 1 : Set up scheduled scans of the campus website including digital content

**Key Plans AY 15/16 (Please list 3 to 5)**

Plan 1 : Distribute results to ATI Steering Committee for distribution across campus

Plan 2 : Provide training to key contributors in use of HiSoftware Deputy for testing at the point of creation or revision

Plan 3 : Develop an information packet for departmental content contributors, including tutorials and exercise file.

Share links to resources for remediation and replacement. Include the steps and measures for the evaluation process.

**Comments**

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

**3.0 Success Indicators**

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	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	2012		X	ATI Coordinator, Communications Department, Ad Hoc Web Committee
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Initiated	2010			Content contributors submit changes as Drafts, pending review and approval of Communications
3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.	Initiated	2009		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	Provide information on ATI and Communications Dept. websites showing contact information Include information in Staff & Dept. ATI Awareness posters
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Defined	2009	X	X	ATI Coordinator, Communications Department, Ad Hoc Web Committee
3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.	Initiated	2009	X	X	Develop Sharepoint workflow for automated remediation and new content approval
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Initiated	2012		X	Develop Sharepoint workflow for automated remediation and new content approval
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Initiated	2012		X	Develop Sharepoint workflow for automated remediation and new content approval
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Initiated	2009		X	Develop an information packet for departmental content contributors, including tutorials and exercise file. Share links to resources for remediation and replacement. Include the steps and measures for the evaluation process.
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Defined	2009		X	Provide information on ATI and Communications Dept. websites showing contact information Include information in Staff & Dept. ATI Awareness posters
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Established	2013	X	X	Store on Sharepoint

**Collaborating on Goal 3 - Ongoing Monitoring Process**

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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

Not Started

#### Key Accomplishments AY 14/15 (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 : Created a central location with backlinks to accessible versions of high-impact digital content and promotional materials

#### Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : ATI to collaborate with departments on campus to assist in the development of accessible are equally effective alternative materials

Plan 2 : Create process to create equally effective alternate content and exemption process

#### Comments

#### 4.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
4.1 Established a process for granting exemptions.	Not Started			X	
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Not Started			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.	Not Started			X	
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Not Started				
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Not Started				
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	Provide information on ATI and Communications websites showing contact information Include information in Staff & Dept. ATI Awareness posters
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Not Started				
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	Not Started				

content are aware of the process for providing accessible alternate formats.	Not Started				
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Not Started			X	
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established	2009			Provide information on ATI and Communications websites showing contact information Include information in Staff & Dept. ATI Awareness posters
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2012	X	X	Store on Sharepoint
*4.13 <b>NEW</b> Assigned responsibility for the exemptions process to a body (person(s) or business entity).	Initiated			X	ATI Coordinator, Communications Department, Ad Hoc Web Committee

**Collaborating on Goal 4 - Exemptions and Alternatives Process**

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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**

Defined

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

Accomplishment 1 : Training resources were posted to the campus ATI website

Accomplishment 2 : Contact information for assistance with creating accessible websites and digital content was posted on the campus ATI website

**Key Plans AY 15/16 (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

**Comments**

## 5.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	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).	Defined	2010	X	X	ATI Coordinator, Communications Department, Ad Hoc Web Committee
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Defined	2010		X	ATI Coordinator, Communications Department, Ad Hoc Web Committee
5.3 Established a web based repository for training materials that are available to members of the campus community.	Established	2010	X	X	ATI website has extensive training materials and resources
5.4 Established and deployed accessible web training program for web developers and designers.	Initiated	2010		X	
5.5 Established and deployed accessible web training program for web content contributors.	Initiated	2010		X	
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Defined	2012	X	X	
5.7 Established and deployed accessible web training program for digital content: video publishers.	Initiated	2010		X	
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Initiated	2010		X	
5.9 Training is offered on a regular schedule.	Initiated	2010		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.	Defined	2010			Provide information on ATI and Communications websites showing contact information Include information in Staff & Dept. ATI Awareness posters
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Defined	2010			Attendees will be logged and the information stored on ATI Sharepoint website

**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**

Initiated

**Key Accomplishments AY 14/15 (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 15/16 (Please list 3 to 5)**

Plan 1 : Training sessions for staff in the use of website testing tools and accessibility guidelines will be expanded

Plan 2 : Digital content contributors will be trained

**Comments**

**6.0 Success Indicators**

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Defined	2007	X		ATI Coordinator, Communications Department, Ad Hoc Web Committee
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Defined	2010	X	X	
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Not Started			X	
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Not Started			X	
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started				
6.6 Documentation of the communication process is archived and can be produced for inspection.	Initiated	2012	X	X	Store on Sharepoint

**Collaborating on Goal 6 - Communication Process**

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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**

Defined

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

**Key Plans AY 15/16 (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

**Comments**

## 7.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
7.1 Developed and published a Web Accessibility Plan.	Defined	2008		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			
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.	Not Started				

### Collaborating on Goal 7 - Administrative Process

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

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### Final Comments

The ATI Web Campus Plan will be updated.

### Contributors

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1	Tawn	Gillihan	ATI Coordinator	tgillihan@csustan.edu	209.667.3470
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3	Stan	Trevena	Interim AVP of OIT	strevena@csustan.edu	209.667.3137
4	Dennis	Shimek	VP of HR/FA	dshimek@csustan.edu	209.667.3746
5					

### Required - Updated Campus Plan Declaration

Yes

**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