

# Technology Accessibility Task Force

---

## Project Description

---

Creation of a recommendation for a comprehensive district-wide technology access program that ensures potential and existing students, faculty and staff with disabilities can access electronic information and communication technology (ICT) in an equally effective and equally integrated manner (that is, they must be able to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use from that technology).

## Project Scope

---

All technology, including hardware, software applications, software as a service, websites, course materials and electronic communications utilized by the Colleges and District Offices in their education programs and business practices.

## Outcomes

---

1. Define internal standards as to the level of accessibility compliance sought by the District.
2. Complete comprehensive inventory of ICT used by existing and potential students, faculty, staff and administrators.
3. Complete inventory of ICT with access issues for persons with disabilities.
4. Create systematic plan to remediate ICT with access issues.
5. Create web content management system(s) that addresses accessibility to existing material and the creation of new materials.
6. Define business processes to ensure ICT acquired and used by the academic and business sides of the organization is accessible to potential students, existing students, faculty and staff.
7. Define business processes that place ownership of accessibility obligation with the person or persons who wish to use the ICT or create new ICT.
8. Identify resources available for ICT owners to ensure access.
9. Provide training and resources to ICT owners to ensure access.
10. Identify exceptions to access rules for extraordinary uses or where the program will be fundamentally altered through the use of accessible ICT.
11. Create system(s) for reporting noncompliant or inaccessible ICT and for its timely remediation.
12. Create and execute communications strategy concerning ICT accessibility.

# Technology Accessibility Task Force

---

## Organizational Structure and Resources

---

### PROJECT SPONSORS:

JP Sherry, Mario Rodriguez, Melanie Dixon, Tammy Montgomery, and Gabe Ross.

### TASK FORCE:

<b>General Counsel:</b>	JP Sherry (DO) Kaitlyn Sherer (DO)
<b>Student Services</b>	Melanie Dixon (DO)
<b>Instruction:</b>	Tammy Montgomery (DO)
<b>General Services:</b>	Mario Rodriguez (DO)
<b>IT:</b>	Mike Day (or designee) (DO)
<b>Academic Senate:</b>	Gary Aguilar (ARC)
<b>DSPS:</b>	Gwyneth Tracy (Emeritus) Toni Newman (SCC) Nisha Beckhorn (ARC) Yolanda Garcia-Gomez (CRC)
<b>Distance Education:</b>	Marsha Reske (ARC) Greg Beyrer (CRC) Amy Brinkley (FLC) Kandace Knudson (SCC)
<b>Universal Design for Learning:</b>	Leslie Reeves (ARC)
<b>Faculty:</b>	Marie Cooley (ARC) Jena Trench (CRC) Angela Prelip (FLC) Chris Tromborg (SCC)
<b>IT Analyst:</b>	Kevin Williams (SCC)
<b>Webmasters:</b>	Christina Ocrant (CRC) Dawn Pedersen (SCC)
<b>Dean, Distance Education &amp; Kinesiology, Health, Athletics</b>	Matt Wright (FLC)
<b>Communications Lead:</b>	Gabe Ross (DO) Katrina Harman (DO)

# Technology Accessibility Task Force

---

## Time line

---

April 2017



- First workgroup meeting (monthly meetings starting September 2017)
- Introduce issues and scope of undertaking
- Introduce compelling student service/instruction mission this serves
- Determination as to whether others should be at the table
- Authorize hiring of consultant for inventory (creation of subcommittee to select consultant)
- Introduce legal framework and potential for liability
- Introduce proposed framework for approaching and resolving ICT accessibility

October 2017



- Identify and select consultant who will conduct inventory, identify accessibility issues, and help create remediation plan
- Confirm framework approach

December 2017



- Introduce consultant to task force
- Authorize consultant to commence inventory work
- Discuss standards of accessibility
- Discuss Accessibility Audit
- Charge Task Force with sharing information

January 2018



- Consultant Report on progress of interviews and inventory
- Discussion of Board Policy
- Use inventory to identify where remediation is necessary

March 2018



- Consultant Report on progress of interviews and inventory
- Preliminary findings
- First draft of Accessibility Statement
- Further discussion of Board Policy
- Discussion of Talking Points for task force's work

April 2018



- Finalize Talking points for task force's work
- Update on CRC/FLC accessibility form
- First draft of Accessibility Policy
- Consultant Report on progress of interviews and inventory

August 2018

- Second draft of Accessibility Statement

# Technology Accessibility Task Force

---



- Second draft of Board Policies and first draft of Regulations
- Final report on status of Consultant's inventory

September 2018



- Review potential final draft of Accessibility Statement
- Review potential final draft of proposed Policy
- Review potential final draft of proposed Regulations
- Review draft Accessibility Analysis Report
- Review draft ICT Plan

October 2018



- Finalize Accessibility Statement
- Finalize proposed Policies and Regulations
- Review ICT Accessibility Program
- Discuss Business Practices for ensuring ICT is accessible

December 2018



- Discuss business practices for acquisition of new ICT
- Discuss business practices for use of new ICT
- Finalize the ICT Accessibility Program
- Finalize exceptions to ICT access rules
- Review draft ICT Remediation Plan

March- April  
2019

- Discuss Communications Plan
- Discuss responsibility for monitoring ICT accessibility
- Identify Internal resources available for accessibility
- Discuss how to make existing tools available to ICT adopters
- Discuss how to make external resources available to ICT adopters
- Vet Policies and Regulations with Exec/VPS/Academic Senate/Students

August 2019

- Policies and Regulations to Chancellor's Cabinet

September 2019

- Policies to Board for First Reading

October 2019

- Policies to Board for Second Reading
- Begin implementation of ICT Remediation Plan

# Technology Accessibility Task Force

---

## Framework for Approaching ICT Accessibility

---

*(Items 2, 3 and 4 proceed simultaneously)*

1. Set standards of ICT accessibility
2. Inventory of ICT and accessibility issues
3. Prioritize ICT Accessibility by focusing on areas of high visibility or key functionality
  - a. LMS
  - b. Course assignments and content in LMS
  - c. Instructional materials; syllabi, textbooks, presentations, handouts
  - d. Live chat features
  - e. ICT in classrooms
  - f. Making videos accessible
4. Website accessibility
5. Procurement practices
  - a. Inform constituents about necessity of ICT accessibility
  - b. Centralize evaluation process for ICT accessibility
  - c. Require vendors to demonstrate ICT accessibility
  - d. Require ICT accessibility provision in contracts
  - e. Have ICT accessibility expert evaluate products
  - f. Create mechanism for feedback
6. Evaluation of third party services
7. Training/education
8. Identify ICT coordinators
9. Review Policies and Procedures
  - a. High level or detailed policy
  - b. Include definition of accessibility
  - c. Complaint mechanism