ATI Chico State Campus Plan 2012-2013

Introduction

Accessibility to information technology resources-such as web-based materials, programs and services- is mandated by federal and state law, including Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 11135 of the California Government Code.   The CSI and its campuses (including Chico State) are required to comply with these laws, and it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.   CSU Executive Order 926 (http://www.calstate.edu/EO/EO-926.html) went into effect on January 1, 2005. The policy is a result of Recommendation #1 of the CSU Trustee Audit Disability Support and Accommodations Report Number 02-033 and is a compilation of statewide-related policies and procedures for disability support and accommodations. In addition, the executive order formalizes and documents responsibilities for the oversight of system-wide activities, including policy and procedural development and compliance and monitoring.

Ensuring the accessibility of information technology and resources at Chico State is a shared responsibility that is spread across the campus and will require on going, overall institutional attention, and commitment for its success.   Chico State has committed existing resources to facilitate and support campus compliance.

Beyond awareness and the spirit of compliance driven legislation and mandates, non-compliance may incur costly legal penalties and tougher sanctions against the University based on recent experiences by other colleges and universities. It should be noted that "after the fact" and reactive sanctions have impacted campus productivity and required costly intervention to mitigate.

The ATI Campus Plan serves to reflect planned work on the ATI Goals and Success Indicators.   Because technology is constantly improving, expanding and increasing in scope; ensuring accessibility requires continuous attention. As such, the ATI Campus Plan will be revised annually to reflect the assessment and measurement of progress toward meeting the broad ATI goals from AA-2013-03, as well as, set campus task priorities.

ATI Steering Committee:

Drew Calendrella, VPSA/ATI Executive Sponsor

Michael Schilling, VPIR/ATI Executive Sponsor

Sandy Parsons, ARC Director/ATI Project Manager/ADA Coordinator

Brooks Bank, IR/ATI Executive Sponsor Delegate

Jeremy Olguin, Alternate Media Coordinator, IM Chair

Tony Dunn, Information Resources/Web Content Coordinator/Web Chair

Sara Rumiano, Director of Contract and Procurement Services /Procurement Chair

Bill Loker, Dean Undergraduate Studies

Russ Mills, Chair of Academic Senate

The ATI Project Manager convenes campus wide ATI Steering Committee meetings twice each year.

The ATI Steering Committee coordinates decisions for campus participation in system wide ATI events and activities and directs campus ATI planning and monitoring efforts.

All meeting minutes are found on the CSU Chico ATI website www.csuchico.edu/ati

Task Dashboard

Task #	Priority Area(s)	Specific Status Indicator(s)	Task(s)	Milestones/Metrics	Assigned to	Deliverable(s)	Priority Level	Due Date	Updates
List the task #	List the priority areas	List all related success indicators	List all goals for this task	List all milestones/metrics for this task	Indicate to whom this task was assigned	List all deliverables for this task	High Medium Low	Indicate when this task is due	Indicate any updates regarding this task (use this for notes on progress, comments from ATI Steering committee, etc.)
1	Web	1.5,1. 6, 1.15	Develop and offer web accessibility training for web editors	Develop training Advertise training Evaluate training	Dunn/IRES	Trained web editors	High	June 2013	

Task #	Priority Area(s)	Specific Status Indicator(s)	Task(s)	Milestones/Metrics	Assigned to	Deliverable(s)	Priority Level	Due Date	Updates
2	Web	1.2, 1.4, 1.5,1.6, 1.15,1.16, 1.17 3.7, 3.8	Replace AccMonitor with Compliance Sherriff for Web Accessibility tracking	Order Compliance Sherriff Install and implement use of Compliance Sherriff Leverage deliverable (web evaluation requirements)	IRES	Web site accessibility monitoring	High	June 2013	
3	IM	2.1,2.2	Late hire faculty plans	Fully implement a campus wide late hire faculty plan. Edit current document to work with all departments. Provide departmental resource for questions.	Olguin/IMAP	Clearly defined document/practice	Medium	June 2013	
4	IM	3.6,7.2,7.3,7.4, 7.6, 8.1	5 Click faculty training	The goal will be to personally sit with 40 faculty/staff members from 3 colleges and train on PDF accessibility.	Olguin	BSS faculty trained and supported in creation of accessible instructional material	High	June 2013	
5	IM	1.1, 7.1	Senate Resolution or policy	We will push for an academic senate resolution while continuing progress on writing our campus policy. An outline for a new policy has been written.	Olguin/IMAP	New Policy	Medium	June 2013	
6	IM	2.7	Leverage ATI/adopt captioning guidelines	Leverage ATI/adopt captioning guidelines	Olguin/IMAP		Medium	June 2013	
7	IM	1.2	Leverage ATI/Adopt Etext guidance	Leverage ATI/Adopt Etext guidance	Olguin/IMAP		Medium	June 2013	
8	P	3.1,3.2,3.3	Update Procurement Plan Formalize processes	Update Procurement Plan Formalize processes	Rumiano	Current Procurement plan with comprehensive process documented	Medium	June 2013	

Task #	Priority Area(s)	Specific Status Indicator(s)	Task(s)	Milestones/Metrics	Assigned to	Deliverable(s)	Priority Level	Due Date	Updates
9	P	5.1-5.5,6.3	Implement awareness/training campaign	Update procurement plan Schedule various trainings	Rumiano	Updated Procurement plan Training schedule	Medium	June 2013	

Notes – linked to applicable Success Indicators in the Notes Column

This section will contain any documentation that explains why a particular high-risk indicator cannot be immediately addressed.

ATI Projects/Activities Related to Annual Report Success Indicators (updated 8/10/2011)

Systemwide Success Indicator select for AY12/13

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
Systemwide Success Indicator Effort for AY 12/13	As per the ESSC decision made June/2012; the CSU system will collectively work on 1-2 success indicators each year. Aug/2012 the ESSC determined that 1 success would be worked on during AY 12/13.	ESSC members cited uncertainly about the budget as a major factor that impacted the decision to pursue 1 systemwide indicator during AY 12/13		

SYS-1 Equally Effective Access Planning and Processes	• TBD pending further discussion with campuses	• Most CSU purchases/adoptions have accessibility gaps
		• A strong Equally Effective Alternative Access Plan (EEAAP)process
		  o helps the campus better serve students
		  o reduces risk by documenting the plan to serve the student
			• Goal: 4. Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant. Success Indicator:
			  o 4.1. Documented a process that outlines when an equally effective access plan is necessary. [Current systemwide status = Initiated]
				• Campus volunteers will be recruited.
				• Project planning will begin.

Specific on-going ATI Projects/Activities by Priority Area

Web

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
Web-1. CSU ATI Accessibility Requirements and Process	The goal is to improve the accuracy and consistency of web accessibility evaluation across the campuses by providing a standardized set of automated and manual testing criteria. • Mapping Section 508 Standards and CSU Manual Testing Requirements to WCAG 2.0 AA Guidelines • Add testing and remediation information for each requirement • Integrate CSU requirements into Compliance Sheriff tool • Provide system-wide training for the new requirements and process	• Standardize the web evaluation requirements across the system to improve quality and consistency of web evaluation. • Cost-savings in staff time because both manual and automated testing are consolidated including access to testing and remediation resources • Most campuses need a repository for all web evaluation documents, both automated results and manual results	• Goal 1.0 Web Accessibility Evaluation Process - Success Indicators (1.4, 1.5, 1.6). The requirements and accompanying process clearly establish the CSU criteria for evaluating website accessibility. The requirements clarify the manual website evaluation and familiarize campus members with web accessibility process • Goal 2.0 New Website/Web Application and Digital Content Design and Development Process Success Indicators (2.1, 2.2, 2.3) – The requirements include links to resources that can be used during the development process to design in accessibility. Testing process will include development level testing. • Goal 3.0 Ongoing Monitoring Process- Success Indicators (3.6, 3.7, 3.8, 3.11) The ATI Requirements include checkpoints that locate all media files that	Standardized requirements have been deployed to campuses. Feedback has been collected and requirements are currently undergoing minor revisions. Two systemwide training sessions have been held. Campuses are urged to adopt the requirements. A text version of the ATI Accessibility Requirements and the recorded trainings are posted in the Web Accessibility section of Moodle Next Steps: The Universal Design Center at CSUN is enhancing and maintaining the requirements. They

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
			need accessibility review. Test results can be stored in the tool.	will also be conducting on-going training sessions.
Web-2. Compliance Sheriff Implementation Process	The goal is to implement the tool such that all levels of campus personnel are able to develop and test accessible content. This means that access to the web evaluation tool would be rolled out to a broad user base.	• Cost/time savings personnel check their web posting and fix errors • Increase utilization of the web evaluation tool • higher degree of accessibility when web pages are published	• Goal 2.0 New Website/Web Application and Digital Content Design and Development Process – Success Indicators(2.1, 2.2,2.3) • Goal 3.0 Ongoing Monitoring Process- Success Indicators (3.2, 3.3) Broader use of the tool during development will promote "designed in" accessibility, accessible coding techniques and broader Section 508 awareness.	HiSoftware has completed a new beta version of the Compliance Sheriff tool that integrates in the roles and permissions requested by the CSU. Cal Poly SLO is currently testing the beta version. Next Steps: complete the testing and provide training to campuses
	The goal is provide campuses with an enterprise level web accessibility evaluation tool to streamline the accessibility testing process	• Increase Web accessibility testing efficiency and accuracy • Reduce tool cost by purchasing as a system	• Goal 1.0: Web Accessibility Evaluation Process: Identify and repair or replace inaccessible websites, web applications, and digital content. Success Indicators (1.2, 1.3, 1.7, 1.17) All websites can be inventoried in the tool, reports can be mailed to the appropriate persons, and all testing documentation is stored in one place.	21 campuses opted into the contract which will deliver a $300,000 systemwide savings over 3 years. The ATI Staff will continue to work with the vendor to improve the tool – see projects **Web-1 & Web-2**

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
Web-4. DeQue JavaScript Testing Methodology and Training	The goal is to provide CSU personnel with a testing methodology and training in order to evaluate the accessibility of web pages that use JavaScript.	• The Web Community of Practice identified JavaScript accessibility evaluation as a weak area. • JavaScript is increasing in popularity and can create significant accessibility barriers when implemented incorrectly.	• Goal1.0: Web Accessibility Evaluation Process: Identify and repair or replace inaccessible websites, web applications, and digital content. Success Indicator (1.6) – Improve the quality of the manual testing process for JavaScript.	Test methodology is currently in development. Next Steps: Testing methodology and training will be deployed in Fall 2012.
Web-5. Google Apps Accessibility Evaluation	The goal is provide campuses with timely accessibility information about the Google Apps Suite.	• Several campuses were considering adopting the Google Apps suite. • Faculty members on some campuses use Google Apps as part of their courses.	• This project does not directly relate to any particular success indicators. However, if your campus is considering adopting Google Apps, please review the report and updates • The CSU evaluation and new ATHENS evaluations covered the accessibility gaps and possible risks associated with using Google Apps.	ATI Google Apps Accessibility Evaluation is posted on moodle. Links to current accessibility assessments done by ATHENS are posted with the initial CSU report in Moodle. Next Steps: Updated accessibility information will continue to be added to the web page.
Web-6. Crossover with IM projects	See IM Project # and Success Indicators listed in "Relationship to Annual Report Success Indicators" – for a full description of the IM Project see the IM Project listing below		• Project: **IM-2** & **IM-6**: Web Success Indicators 2.6 – Use captioning service in order to develop videos in accordance with Section 508. • Project: **IM-3** Web Success	

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
			Indicators: 1.11, 1.12, 2.5, 2.6, & 3.6 – training resources will aid in preparation and evaluation of accessible documents and multimedia.	

Instructional Materials

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
IM-1. Center for Accessible Media	This project provides a web-based application for alternate media production staff to centrally list and share instructional materials that have been converted for use by persons with disabilities.	• Reduction in redundant conversion and editing • Cost-savings from effort reduction • Faster time-to-delivery for students	• 1.2 (Capacity for timely adoption). Sharing accessible IM resources increases campus capacity for timely adoption of accessible IM.	CAM lists ~23,000 titles and facilitated 1,600 campus-to-campus exchanges in 11/12.
IM-2. Captioning Services Contract	This project provides a system-wide contract for transcription and captioning services.	• Generate cost-savings via bulk purchasing • Provide a high-quality pre-vetted vendor for these critical services	• 5.4 (Campus has built capacity for addressing accessible multimedia). Effective capacity-building includes leveraging external expertise and resources. • Also Web: 2.6	New contract established Aug, 2012. Details to be distributed and posted to Prof Dev site. Estimated systemwide savings of $100,000 over 3 years
IM-3. Professional Development resources	The ATI Prof Dev site website provides a central dissemination point for high-quality, vetted training	• Improve campus capacity to select, author, and deliver accessible IM by aggregating/developing	• 7.2 (Faculty authoring and adoption of accessible IM). Centralized training activities and materials allow faculty to select	Word 2010: Posted training documents, 32 videos, and train-the-trainer session

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
	resources. The ATI-IM Moodle site is also used to vet promising training resources prior to release to the Prof Dev site.	high-quality training resources for CSU staff and faculty	and author more accessible IM. • 5.4 (Capacity for accessible multimedia). These training activities and materials also allow faculty to select and author more accessible multimedia.	recording. SurveyGizmo: Posted systemwide license information and training resources
IM-4. eTextbook Accessibility Guidance and Evaluation	This project will help CSU campuses evaluate, select, and implement eTextbook projects that are as accessible as possible for students, staff, and faculty. Emphasis will be placed on developing and disseminating authoritative guidance, information, and resources	• eTextbook adoptions are a high-impact activity with significant accessibility implications and risks • eTextbook accessibility information and evaluations are often unavailable, inaccurate, or out-of-date • Campuses are uncertain what accessibility questions to ask eTextbook vendors and the implications of selecting eTextbooks	• 1.2 (Capacity for timely adoption). Sharing eTextbook accessibility data and evaluations will accelerate the adoption decision and improve timely delivery of IM. • 7.2 (Faculty authoring and adoption of accessible IM). The standardized eTextbook Accessibility metadata docs and evaluations will allow faculty to select more accessible eTextbooks. The evaluation rubric will also allow faculty to evaluate IM materials that they author.	Posted preliminary guidance and standardized metadata documents Next steps: Develop standardized use cases, evaluation methods and rubric
IM-5. Rent Digital Contract.	This project will help CSU campuses understand (and plan for) the accessibility implications associated with adopting eTextbook platforms involved in the CSU Rent Digital project	• Same as eTextbooks Accessibility project	• Same as eTextbook Accessibility project	Conducted screenings of vendor eTextbook platforms and accessibility docs; developed CSU Accessibility Roadmap template; required vendor commitment to remediate products

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
				and documentation; Next steps: Posted vendor VPATs and Accessibility Roadmaps
IM-6. Captioning guidelines	This project will develop and issues guidance on recommended practices and priorities for captioning multimedia. This guidance will build on earlier drafts that were incomplete at the time of ATI staff reductions in 2010.	• There is large and growing volume of multimedia materials that are not captioned. • Campuses have finite resources to devote to this costly activity.. • There is interest in sharing recommended practices and tools.	• 5.1, 5.2, 5.3, 5.5 (multimedia accessibility requirements). Guidance on prioritizing captioning services will help campuses target the highest impact content. Recommended practices and toolsets will improve efficiency, build capacity, and allow measurement of progress.	Workgroup was convened and conducted campus survey of current captioning practices Next Steps: Present survey findings; draft campus guidelines
	This project is designed to help CSU campuses implement business practices that ensure students with disabilities have equal opportunity to participate in textbook rental programs. Emphasis will be placed on developing and disseminating authoritative guidance, information, and resources	• Textbook rental programs are growing rapidly • Current laws require students to 'purchase' a title before the Disability Services office may request an unlocked electronic copy from the publisher • Publishers have started to reject such requests if a receipt shows that the student rented the title	• 1.2 (Capacity for timely adoption). Campuses that implement appropriate textbook rental program business processes will shorten alt media request processes, reduce the number of books that require conversion, and improve timeliness of delivery for IM.	Guidance document has been drafted and is currently being edited. Next Steps: Release guidance document

Procurement

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
P-1. Standardizing the accessibility components of the procurement process:	The goal of this project is to offer campuses a process that will that will integrate ATI requirements into the procurement process and can be adopted across the system. Each campus will be able to use the templates, adopt timelines, accomplish testing, and create an equally effectively access plan.	• Campuses have consistently noted deficiencies in the accessible procurements area.	• This is a very large project that affects many success indicators. Please see the sub-projects listed below.	
P-1.1. Standardizing the accessibility components of the procurement process: **Equally Effective Alternative Access Plan**	Create an EEAP process and an EEAAP template that contains all the components necessary for effective and efficient handling of products that have accessibility gaps.	• EEAAP was a particularly low rated area in the ATI Annual Procurement report	• Goal 4.0 – Equally Effective Access Plans; Success Indicators (4.1,4.2,4.3,4.4)	Equally Effective Access Plan Template (EEAAP) deployed Fall/2011. Next Steps: Continue working on EEAAP process.
P-1.2. Standardizing the accessibility components of the procurement process: **Market Research**	Create a market research process and template.	• Campuses report that they do not have a process to capture and archive the market research information relating to purchasing the most accessible product.	• Goal 1.0 Procurement Procedures; Success Indicators (1.5, 1.6) • Market research is part of the accessible product purchasing process.	Market Research template in development Next Steps: Complete the template and plan Market Research template pilot.

Name	Description/Deliverables	Drivers	Relationship to Annual Report Success Indicators	Current Status
P-1.3. Standardizing the accessibility components of the procurement process: Improved RFP and contracting language	Improve RFP and contracting language for accessible product purchases.	• Increase vendor accountability for providing accurate accessibility information during the bidding process • Product Accessibility gaps should be included in the contract with timelines for fixes and known workarounds provided by the vendor.	• Goal 3.0 Exemptions Process(3.4) • Goal 1.0 Procurement (1.5, 1.6) • The improved RFP and contract language will support the accessible purchasing process by putting more responsibility on the vendor to deliver accurate accessibility language and ultimately a more accessible product. Properly crafted contract language will support a follow-up process to ensure that accessibility gaps are addressed by the vendor.	The ATI is currently piloting new RFP and contracting language that includes accessibility follow-up with vendors following purchases. Next Steps: Present language to ATI constituencies for comment

ATI Plan by Priority Area

Web (7 goals / 69 success indicator)

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
	1-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**1**-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**1**-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**X**-Campus commits to work on this Success Indicator	Ref ATI project number	High Medium Low				
1. **Goal: Web Accessibility Evaluation Process: Identify and repair or replace inaccessible websites, web applications, and digital content.**	**Established**	Managed	Managed							
1.1. Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Established	Managed	Managed			L				
1.2. Inventoried all campus administrative websites.	Established	Optimizing	Optimizing		Web-3	M	X			Adopt Compliance Sherriff
1.3. Inventoried all administrative websites developed by contract vendors.	Defined	Managed	Managed		Web-3	M	X			Adopt Compliance Sherriff

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
1.4. Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Defined	Managed	Managed		Web-1	M	X			Need to adopt web accessibility requirements
1.5. Conducted automated accessibility evaluations on websites and web applications.	Established	Optimizing	Optimizing	Y	Web-1	M	X	Y		Need to adopt web accessibility requirements
1.6. Conducted manual accessibility evaluations on websites and web applications.	Defined	Defined	Defined	Y	Web-1 Web-4	M	X	Y		Need to adopt web accessibility requirements
1.7. Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Defined	Managed	Managed		Web-3	L	X			
1.8. Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Initiated	Managed	Managed			L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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.	Established	Established	Established	Y		M				
1.10. Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Established	Optimizing	Optimizing	Y		M				
1.11. Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Initiated	Initiated	Established	Y	IM-3	M	X			Make sure ATI professional development site linked to Chico ATI, TLP, ARC sites
1.12. Conducted manual evaluations on digital content: videos.	Initiated	Initiated	Established		IM-3	M	X			Make sure ATI professional development site linked to Chico ATI, TLP, ARC sites
1.13. Conducted manual evaluations on digital content: audios.	Initiated	Initiated	Initiated	Y		M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
1.14. Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated	Initiated	Initiated			L				
1.15. Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Initiated	Established	Established			L		Y		
1.16. Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Defined	Established	Established	Y		M		Y		
1.17. Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Defined	Established	Established		Web-3	L	X	Y		

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Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
2. **Goal: New website/web application and digital content development complies with all Section 508 accessibility guidelines.**	**Established**	Established	Established							
2.1. Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Established	Established	Established	Y	Web-1 Web-2	H	X			Using accessible content management system; Need process to ensure all in CMS
2.2. Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Established	Established	Established	Y	Web-1 Web-2	H	X			Using accessible content management system; Need process to ensure all in CMS
2.3. Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Established	Established	Established	Y	Web-1 Web-2	H	X			Using accessible content management system; Need process to ensure all in CMS Need to adopt web accessibility requirements; Waiting on completed testing of compliance sheriff tool

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
2.4. Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Managed	Managed	Managed	Y		M				
2.5. Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Defined	Initiated	Initiated	Y	IM-3	H	X			Underestimated progress; TLP and professional development site 5 Clicks campaign
2.6. Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Initiated	Initiated	Initiated		IM-2 IM-3 IM-6	H	X		X	Waiting to implement ATI projects Need to adopt captioning guidelines
2.7. Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated	Initiated	Initiated			H		Y	X	Waiting to implement ATI project Need to adopt captioning guidelines

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
2.8. Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Established	Established	Established	Y		M				
3. Goal: Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards	Defined	Established	Defined							
3.1. Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Established	Managed	Managed	Y		M				
3.2. Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Defined	Defined	Defined	Y	Web-2	M	X			Adopt Compliance Sherriff Adopt web accessibility guidelines

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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	Established	Established	Y	Web-2	M	X			Adopt Compliance Sherriff Adopt web accessibility guidelines
3.4. Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Established	Established	Established	Y		M				
3.5. Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity)	Initiated	Established	Established			M				
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	Not Started	Not started		Web-1 IM-3	H	X	Y		Underestimating progress- TLP/ARC doing evaluations 5 Click campaign

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commit ment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
3.7. Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Initiated	Not Started	Not started		Web-1	H	X	Y		Adopt web accessibility requirements
3.8. Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Initiated	Not Started	Not started		Web-1	H	X	Y		Adopt web accessibility requirements
3.9. Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Initiated	Established	Established			M				
3.10. Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Defined	Established	Established			M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commit ment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
3.11. Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Initiated	Established	Established		Web-1	H	X	Y		Adopt web accessibility requirements
4. **Goal: Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.**	**Defined**	Established	Established							
4.1. Established a process for granting exemptions.	Defined	Established	Established	Y		M				
4.2. Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Initiated	Established	Established	Y		M				Look in web accessibility plan and wiki re: notice of accommodations/EEA
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.	Initiated	Initiated	Established	Y		M				Web Accessibility needs to be more prominent.

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commit ment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
4.4. Accessible alternate format is in place for all website and web applications exemptions.	Initiated	Initiated	Managed	Y		H				Web accessibility WIKI has list.
4.5. Established a follow-up procedure to remediate non-compliant websites, and web applications.	Initiated	Initiated	Initiated	Y		M				
4.6. Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Established	Established	Initiated	Y		M				Put in web accessibility plan
4.7. Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	Established	Established	Y		M				Web accessibility WIKI has list.
4.8. Accessible alternate format is in place for all digital content exemptions.	Not Started	Initiated	Initiated			H				Web accessibility WIKI has list.

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
4.9. Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.	Initiated	Not Started	Not started			M				
4.10. Established a follow-up procedure to remediate non-compliant digital content.	Initiated	Initiated	Initiated			M				Put in web accessibility plan
4.11. Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Defined	Established	Established			M				Web accessibility WIKI has list.
4.12. Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	Established	Established			M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
5. **Goal: Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.**	Established	Initiated	Defined							
5.1. Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Established	Defined	Defined	Y		M				
5.2. Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Defined	Not Started	Defined			M				
5.3. Established a web based repository for training materials that are available to members of the campus community	Established	Established	Established	Y		M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
5.4. Established and deployed accessible web training program for web developers and designers.	Established	Initiated	Initiated			M				
5.5. Established and deployed accessible web training program for web content contributors.	Established	Initiated	Initiated			M				
5.6. Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Established	Not Started	Not started	Y		M				Underestimate progress-TLP site; ATI professional development site Need to refer back to IMAP
5.7. Established and deployed accessible web training program for digital content: video publishers.	Initiated	Not Started	Not started	Y		M				Underestimate progress-TLP site; ATI professional development site Need to refer back to IMAP
5.8. Established and deployed accessible web training program for digital content: audio publishers.	Initiated	Not Started	Initiated			M				Underestimate progress-TLP site; ATI professional development site Need to refer back to IMAP

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
5.9. Training is offered on a regular schedule.	Defined	Defined	Defined			M				
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	Established	Established			M				
5.11. Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established	Managed	Managed			M				
6. **Goal: In general the campus community is aware of Section 508 guidelines to make web based information available to everyone (students, staff, faculty & the general public) regardless of disability.**	Defined	Established	Initiated							
6.1. Assigned responsibility for the communication process to a body (person(s) or business entity).	Established	Managed	Initiated			L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
6.2. Established an ongoing general campus communication that promotes web accessibility awareness.	Initiated	Initiated	Initiated			L				
6.3. Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Defined	Not Started	Not started			L				
6.4. Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Initiated	Not Started	Not started			L				
6.5. Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started	Not Started	Not started			L				
6.6. Documentation of the communication process is archived and can be produced for inspection.	I Defined	Established	Established			L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: 12/13	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
7. Goal: Campus governance entities are aware of and kept informed about web accessibility.	Defined	Established	Established							
7.1. Developed and published a Web Accessibility Plan.	Established	Established	Established	Y		L				Plan should be updated; best place to maintain documentation of these required processes, etc.
7.2. Established a procedure to update and revise the Web Accessibility Plan as necessary.	Defined	Established	Established			L				
7.3. Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated	Initiated	Initiated			L				
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	Not Started	Not started			L				

Instructional Materials (9 goals/40 success indicators)

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
	1-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**1**-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**1**-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**X**-Campus commits to work on this Success Indicator	Reference ATI project number(s)	High Medium Low				
1. Goal: The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.	Established	Managed	Optimizing							
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]	Established	Managed	Optimizing	Y		M		Y		See 2010 IMAP

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Established	Managed	Optimizing	Y	IM-1 IM-4 IM-5 IM-7	H	X			Adopt Etext guidance and post on TLP, ARC, Bookstore, etc
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]	Established	Managed	Optimizing			L				
2. Goal: The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.	Defined	Defined	Defined							Process is documented in 2010 IMAP

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
2.1. All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability]	Initiated	Defined	Defined	Y		M		Y		
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]	Initiated	Defined	Defined	Y		L		Y		

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
3. Goal: 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.	Managed	Optimizing	Optimizing							
3.1. Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Managed	Optimizing	Optimizing	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
3.2. Campus has implemented a system to track early registration usage by alternate media-eligible students (intended to provide alternate media programs with sufficient time to produce alternate media as well as to document student conformance with alternate media submissions procedures). [Measurement]	Managed	Managed	Managed	Y		M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Established	Defined	Optimizing	Y		H				
3.4. Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Established	Optimizing	Optimizing	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Established	Optimizing	Optimizing	Y		L				
4. Goal: 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.	Established	Managed	Managed	Y						

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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	Established	Managed	Y		M				
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	Managed	Optimizing	Y		H				
4.3. Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Established	Optimizing	Optimizing	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Defined	Managed	Optimizing	Y		H				
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]	Established	Optimizing	Optimizing	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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	Established	Managed	Y		L				
5. Goal: 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.	Defined	Initiated	Defined							

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Defined	Initiated	Established	Y	IM-6	H	X			Adopt captioning guidelines
5.2. Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Initiated	Initiated	Initiated	Y	IM-6	M	X			Adopt captioning guidelines

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Initiated	Initiated	Initiated	Y	IM-6	M	X		X	Not enough personnel resources at this time
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	Defined	Defined	Y	IM-2 IM-3	M	X			

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Not Started	Initiated	Defined	Y	IM-6	L	X			Adopt captioning guidelines
6. **Goal: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.**	Initiated	Managed	Managed	Y						

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
6.1. Accessibility requirements have been developed and integrated into the academic curriculum review process for new course adoptions and existing course reviews. [Commitment]	Initiated	Managed	Optimizing	Y		H				
6.2. Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Initiated	Managed	Managed	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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	Established	Established	Y		L				
7. **Goal: The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.**	Defined	Managed	Managed							

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
7.1. Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]	Defined	Managed	Managed	Y		H		Y		
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]	Defined	Defined	Established	Y	IM-3 IM-4 IM-5	H	X	Y		

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
7.3. Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Defined	Optimizing	Optimizing			H		Y		
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]	Established	Managed	Optimizing	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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 view). [Ability]	Defined	Managed	Managed	Y		M				
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	Established	Managed	Y		L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
8. Goal: The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.	Established	Managed	Managed							
8.1. Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Established	Managed	Managed	Y		M		Y		
8.2. Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability]	Established	Managed	Managed	Y		H				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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]	Established	Managed	Managed	Y		H				
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]	Established	Managed	Managed	Y		M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
8.5. Campus is tracking participation in training activities and usage of training materials for accessible authoring, conversion, and delivery of curricular materials (e.g. number of workshop attendees, number of users who download templates, or watch training videos) . [Measurement]	Defined	Managed	Managed	Y		L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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	Managed	Managed	Y		L				
9. Goal: Campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.	Defined	Managed	Managed							

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
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	Optimizing	Optimizing	Y		L				
9.2. Campus IMAP committee has suitable authority to ensure effectiveness of IMAP effort as well as to resolve issues and challenges. [Ability]	Defined	Managed	Optimizing	Y		L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
9.3. Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Initiated	Managed	Optimizing	Y		M				
9.4. Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification]	Initiated	Optimizing	Optimizing	Y		L				

Procurement (8 goals/37 success indicators)

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
	1-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**1**-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**1**-Optimizing **2**-Managed **3**-Established **4**-Defined **5**-Initiated **6**-Not Started	**X**-Campus commits to work on this Success Indicator	Reference ATI project number(s)	High Medium Low				
1. **Goal: An ATI Electronic and Information Technology E&IT Procurement Plan, documents, forms, and other materials to support 508 procurements at the campus are created and published.**	Established	Managed	Managed							
1.1. Developed and published an Accessible ATI E&IT Procurement Plan	Established	Managed	Managed	Y		M				Review plan; change from Draft Also, see procurement review process (Jerry's document)
1.2. Developed and published a document that defines what products are categorized as Section 508 E&IT procurements	Established	Managed	Established	Y		M				In plan; appendix A

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
1.3. Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold	Established	Managed	Managed			M				
1.4. Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals	Defined	Not Started	Initiated			M				
1.5. Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance	Established	Managed	Established		P-1.2. P-1.3.	M	X			
1.6. Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance	Established	Managed	Established		P-1.2. P-1.3.	M	X			
1.7. Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance	Not Started	Not Started	Not Started	Y		M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
1.8. Documented a process used to verify Voluntary Product Accessibility Templates (VPATs)	Established	Not Started	Managed	Y		M				
2. Goal: ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.	Established	Managed	Managed							
2.1. Established a group that meets on a regular basis to discuss accessible procurement topics	Established	Managed	Managed	Y		L				See plan element 6
2.2. Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements	Established	Managed	Managed	Y		L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
2.3. Documented in writing who is responsible for each component of the accessible procurement process (e.g., Who does the purchase request? Who interacts with the vendor on accessibility questions? Who does the accessibility evaluation of the product?)	Established	Managed	Managed	Y		L				
3. Goal: A well-documented process has been established and is used for exemptions to E&IT procurements.	Defined	Managed	Established							
3.1. Established a process for granting exemptions	Established	Managed	Managed	Y		M		Y		Plan element 1B
3.2. Documented the exemption process, posted it on public website, and have communicated process to campus	Defined	Established	Defined	Y		M		Y		

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
3.3. Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted	Initiated	Managed	Established	Y		M		Y		
3.4. Established a follow-up process for communicating with vendors and purchasers when a procurement is moved forward without total resolution of the accessibility status of the product	Defined	Established	Defined		P-1.3.	M	X			
4. Goal: Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant.	Defined	Established	Established							
4.1. Documented a process that outlines when an equally effective access plan is necessary	Defined	Established	Defined		P-1.1.	M	X			See plan element 2 and 3 Add Write up our process. Equally effective plan

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
4.2. Established a process with roles assigned for all parts of creating an equally effective access plan	Defined	Not Started	Established		P-1.1.	L	X			
4.3. Established a process that tracks how many equally effective access plans have been created	Initiated	Managed	Managed		P-1.1.	M	X			
4.4. Established a process to ensure that accommodations were provided	Initiated	Not Started	Initiated		P-1.1.	M	X			
5. **Goal: All parties involved in E&IT procurement have been trained, and a continual training program is in place.**	Defined	Defined	Defined							
5.1. Established and deployed new employee orientation training materials that provide overview of Section 508 requirements and where to get more information	Initiated	Not Started	Initiated	Y		L		Y		See plan element 4

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
5.2. Established and deployed training program for purchase requestors	Defined	Defined	Defined	Y		L		Y		
5.3. Established and deployed training program for technical evaluators	Initiated	Established	Established	Y		L				
5.4. Established and deployed training program for procurement staff	Defined	Managed	Managed	Y		L				
5.5. Established and deployed training for all purchase card holders	Not Started	Not Started	Initiated	Y		L		Y		
5.6. Established and deployed training for Section 508 compliance officer	Defined	Not Started	Defined	Y		M				
5.7. Collected feedback from training (effectiveness, knowledge retention, etc.)	Not Started	Not Started	Not Started	Y		L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
5.8. Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process	Not Started	Initiated	Initiated	Y		L				
6. Goal: All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.	Initiated	Initiated	Defined							
6.1. Created an outreach program to explain E&IT procurement exemptions and where to get more information	Defined	Initiated	Defined	Y		L				Plan element 4
6.2. Identified recurring vendors and educated them on Section 508 accessibility requirements (i.e., Renewals, maintenance agreements and ongoing purchases)	Defined	Initiated	Defined			L				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
6.3. Established an ongoing general campus communication that promotes E&IT procurement awareness	Initiated	Not Started	Initiated	Y		L		Y		
7. **Goal: Campus has established a continual evaluation process with standard forms and procedures. Feedback from the process along with direction is provided to training, outreach, and other groups involved in E&IT procurements.**	Defined	Defined	Defined							
7.1. Evaluated the compliance and completeness of procurements that have exemptions	Initiated	Initiated	Defined			M				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
7.2. Metrics exist for each of the areas of E&IT procurement (procedures, staffing, exemptions, equally effective access plans, experience, training, and outreach)	Not Started	Initiated	Initiated	Y		M				
7.3. Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process	Not Started	Initiated	Initiated	Y		M				
8. **Goal: Campuses have sufficient experience and expertise in completing E&IT procurements.**	Defined	Managed	Managed							
8.1. Number and percent of E&IT products on which Section 508 compliance was tested	15%	114/100%	16/100%			N/A				
8.2. Number and percent of E&IT products on which user accessibility testing was conducted	3%	0	0			N/A				

Goal/Success Indicator	Baseline Systemwide Status Level	AY 10/11 Campus Status Level	AY 11/12 Campus Status Level	Campus Commitment: Will work on 12/13?	Related ATI Projects	Priority Level	Leverage ATI Project	Include in 2012 Task Dashboard	Hold	Notes
8.3. Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted	33%	0	5/31%			N/A				
8.4. Number of E&IT procurements that were granted an exemption(s)	187	Unknown	10			N/A				

Appendix A: Status Level Descriptions

Status Levels	Description for Procedures	Description for Documentation	Description for Resources
Not Started	No action has been taken yet.	No documentation has yet been generated.	No resources have yet been allocated.
Initiated	The campus has an ad hoc or developing practice. Procedures, if in place, are generally ad hoc.	Documentation is generally absent.	Resources have been tentatively identified but not yet allocated.
Defined	The campus has a common practice. Procedures, if in place, are consistent but informal.	Documentation, if present, is in working draft.	Resources have been firmly identified but not yet allocated.
Established	The campus has a standard practice. Procedures are consistent and formal.	Documentation is complete and fully reflects the standard practice.	Resources have been both identified and allocated.
Managed	The campus has a mature practice. Procedures are also in place to track and capture success indicators (milestones and measures of success).	Documentation is complete and fully reflects the standard practice.	Resources have been both identified and allocated.
Optimized	The campus has a mature practice. In addition, procedures are in place to conduct regular administrative reviews of success indicators to gauge effectiveness and implement improvements.	Documentation is continually revised to reflect the managed practice. Periodic administrative review of documentation is conducted.	Resources have been both identified and allocated. Periodic administrative review of resource allocations is conducted