The following committees were identified at our meeting on September 22, 2014. Each subcommittee is charged with developing out the sub plan areas of the Electronic Information Technology Plan. If other individuals wish to join any of these groups, please contact the chair.

The committees will:

- Review items in your sub plan. Do they make sense? What is missing? Re-word and refine as appropriate. Add additional items as needed.
- Identify existing processes that may be in place that may accommodate any sub plan items. If an existing process is in place, define how the item could be incorporated.
- Develop specific tasks associated with each objective.
- Develop timelines and staffing to be assigned to each task.
- Develop budget required for the implementation of each task.
- Develop an assessment strategy for each sub plan.

First drafts will be reviewed by the committee at the November 6, 2014 meeting. Please bring what you have to the meeting.

**EIT Accessibility Policy and Procedures**

Chair: Melisa Choroszy, Mary Zabel, Stacy Burton, Shannon Ellis Pei Chen

- Develop EIT Accessibility Policy to be made available in the university administrative manual and the university catalog.
- Disseminate Accessibility Policy and Procedures to all staff and faculty.
- Implement procedures for EIT Accessibility Policy across all disciplines.
- Provide additional instruction and support to both staff and faculty.
- Post EIT policy and procedures on a University website.
- Disseminate EIT Accessibility Policy and Procedures on an annual basis to all University personnel, including senior academic leadership (deans and chancellors), department heads, faculty, and staff.
- Conduct testing of EIT accessibility by users of the specific EIT who are representative of the class of students with disabilities.
- Educate students how to request that the University make specific EIT’s accessible to them.
Appeal Procedure

Chair: Mary Zabel, Denise Cordova

- Develop an appeal procedure whereby a student, faculty member, staff member, or member of the public may file a grievance to the University’s Office of Equal Opportunity Title IX regarding an EIT accessibility barrier.
- Post Appeal procedure on the websites for the EO/Title IX Office, the Disability Resource Center and the University website dedicated to accessibility.
- Publish procedure for investigating the grievance and responding to the grievant within a reasonable timeframe of the filing.

EIT Procurement Procedures

Chair: Maryanne Christensen, Betsy Brownfield, Pei Chen, Pat Ragains, Melissa Barnard

- Require VPAT certification for all EIT purchases and renewals, ensuring that the product provides the same programs, benefits, and services to individuals with disabilities as it does to individuals without disabilities.
- Keep VPAT documents on record for future reference.
- Determine VPAT testing standards and procedures.
- Provide accessible alternate EITs in the case that such a requirement would fundamentally alter a program or when it is not technically feasible to do so.
- Require EIT bidders to meet the accessibility standards of WCAG 2.0 Level AA for web-based technology and Section 508 of the Rehabilitation Act and the Americans with Disabilities Act for other EITs.

EIT Accessibility Training

Chair: Ben Gallagher, Ed Huffman, Brandon Stewart, Mary Zabel, other TLT staff.

- Provide information and training to faculty and staff about their obligations to ensure EIT accessibility and resources to assist in meeting those obligations.
- Establish a website dedicated to accessibility, providing tools and information for training of faculty and staff.
- Conduct training, instruction, and support at all levels of personnel about the University’s policy and procedures as well as tools and techniques that are available for faculty and staff. These groups may include but are not limited to (a) Disability Resource Center staff; (b) information technology staff; (c) web developers and editors; (d) personnel responsible for purchasing EIT; and (e) library staff.
EIT Coordinator

Melisa

- Designate a staff member with responsibility to coordinate the University’s EIT Accessibility Policy and Procedures for students. (Enrollment Services)

Student Survey

Chair: Mary Zabel, Melisa Choroszy

- Conduct a confidential survey to students and former students who were registered with the Disability Resource center. The survey will ask students to identify the strengths and weaknesses of their experiences with EIT on the campus

EIT Accessibility Audit

Chair: Kevin Murphy, Pat Ragains, Ed Huffman, Ben Gallagher, Mary Anne Christensen, Mary Zabel

- Conduct an accessibility audit of the university’s EITs that examines the accessibility and usability of the EITs provided to students, prospective students, faculty, and staff who have disabilities. The audit will examine the University websites, documents posted to webpages and websites, application processes, library services, learning management systems, access to classroom podiums and display devices, course registration software, videos, personal response systems (“clickers”) and banking arrangements offered including website and ATM access.

Library Services and Library Website

Chair: Kathy Ray, Michelle Rachal, Pat Ragains

- Ensure that the University’s library website is accessible in accordance with WCAG 2.0 Level AA standard through monthly accessibility scans to ascertain whether any new posted content is inaccessible. If corrections are needed to pages Content authors will make corrections in a reasonable timeline.
- Ensure that Library search engines are accessible in accordance with WCAG 2.0 Level AA standard, including the ability to search across all library collections, including, but not limited to, e-journals, databases, and e-books.
Websites

Chair: Brandon Stewart, Ben Gallagher, Pei Chen, Ed Huffman, Mary Zabel

- All web pages published or hosted by the University will meet accessibility standards according to WCAG 2.0 Level AA standard.
- The University shall identify a strategy to ensure that webpages that provide essential student functions are accessible according to WCAG 2.0 Level AA standard. This includes, but is not limited to, course syllabi, grades and course evaluations.
- All University websites, including but not limited to departmental and faculty websites, shall contain a clear statement (or a link to a statement) describing the University’s commitment to web accessibility and a method to report barriers and/or to receive an alternative equally effective accessible format.

Classrooms

Chair: Ed Huffman, Mary Anne Christensen, Allison Bussa, Tina Lundstrom.

- The University will provide information, education, and support for ensuring that EIT used in classrooms (including, but not limited to, clickers, podiums, blogs, videos and other software) is accessible.
- Computer Laboratories will be accessible to all users.