# Annual Campus Accessibility Forum

## Steve Smith

Chair, Information & Communication Technology Committee

Vice Provost, Information Technology/Chief Information Officer

# Agenda

- Complaint & Resolution Agreement

- Accessibility Corrective Action Plan (CAP) & Approved Schedule

- 1$^{st}$ CAP Progress Report
  - Web Accessibility
  - Instructional Materials
  - Training
  - Software Procurement

- Q & A

# Complaint & Resolution Agreement

- Complaint

- Resolution Agreement
  - Undue Burden and Fundamental Alteration
  - Policies & Procedures for New Online Content and Functionality
  - Designation of External Auditor
  - Audit of Existing Content and Functionality
  - Proposed Corrective Action Plan
  - Notice
  - Training
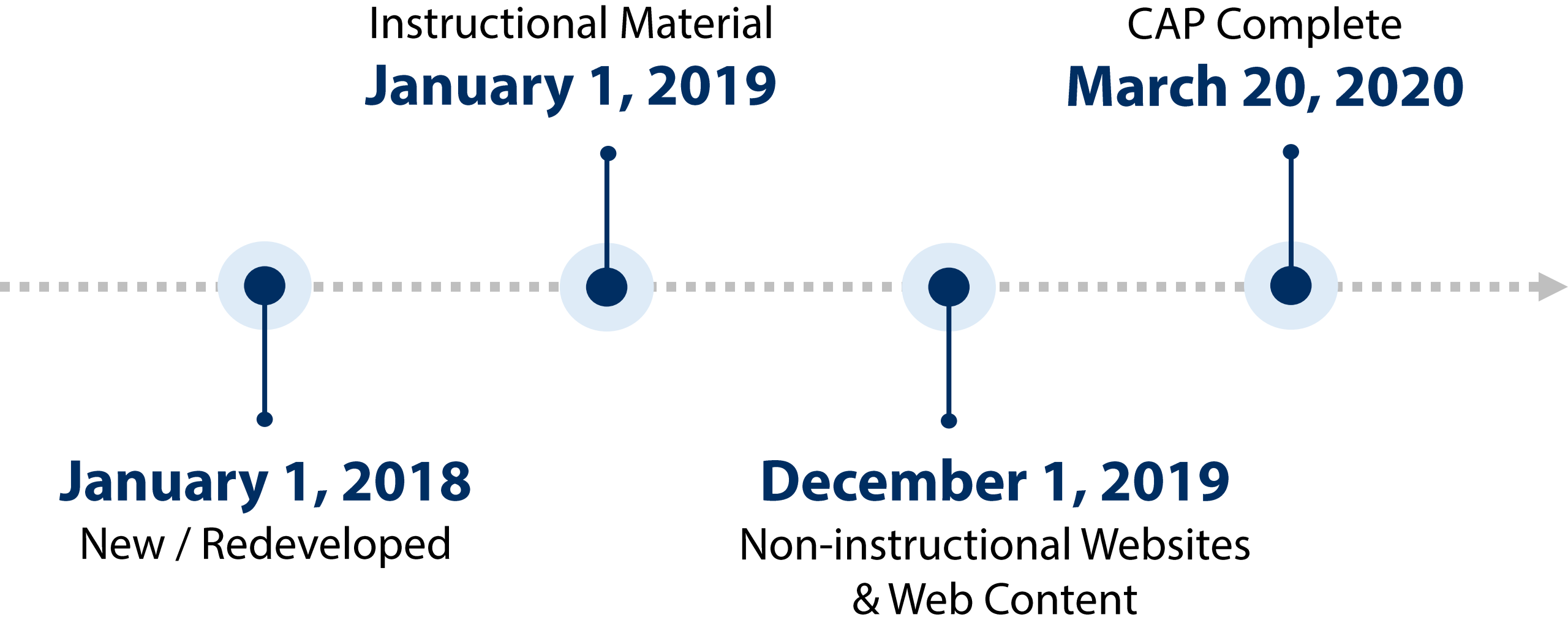
- Dates & Reporting Requirements

# Compliance Summary

- **12/30/16** – Signed Resolution Agreement with the U.S. Department of Education Office for Civil Rights (OCR)

- **1/27/17** – Published Commitment to Accessibility link on University website

- **3/14/17** – Began offering Basic Web Accessibility Training

- **6/1/17** – Submitted to OCR a Plan for New Content

- **7/1/17** – University ICT Accessibility Policy officially adopted

- **9/20/17** – Completed External Audit & Submitted Corrective Action Plan (CAP) to OCR

- **3/5/18** – OCR accepted the proposed CAP

- **4/4/18** – The University adopted the CAP

- **10/16/18** – Submitted 1st CAP progress report

- **10/30/18** – OCR accepted the 1st CAP progress report

# 2018-2020 Accessibility Corrective Action Plan

Summary ➤ OCR Approved Schedule ➤ OCR Progress Reports

# Major CAP Accessibility Deadlines

**Instructional Material**
**January 1, 2019**

**CAP Complete**
**March 20, 2020**

**January 1, 2018**
New / Redeveloped

**December 1, 2019**
Non-instructional Websites
& Web Content

# Major Accessibility Deadlines

- **1/1/18** – Per the Accessibility Procedures, all new content and functionality must be accessible

- **1/1/19** – Per the CAP, all instructional material must be accessible

- **12/1/19** – All non-instructional websites and web content created by or on behalf of the University must be accessible according to WCAG 2.0 Level AA.

- **3/20/20 – All activities and tasks listed in the Accessibility Corrective Action Plan approved by OCR must be complete**

# University Management

- Policy
  - Office of the Executive Vice President and Provost
- Staff
  - Marketing and Communications
  - Teaching and Learning Technologies

- Oversight and Coordination
  - Information and Communication Technology (ICT) Accessibility Committee
- ICT Subcommittees
  - Audit
  - Software
  - Research and Scholarly Works

# OCR Progress Report

## Kalena Pelekai-Wai

Chair, ICT Audit Subcommittee

Senior Web Developer, Office of Marketing & Communications
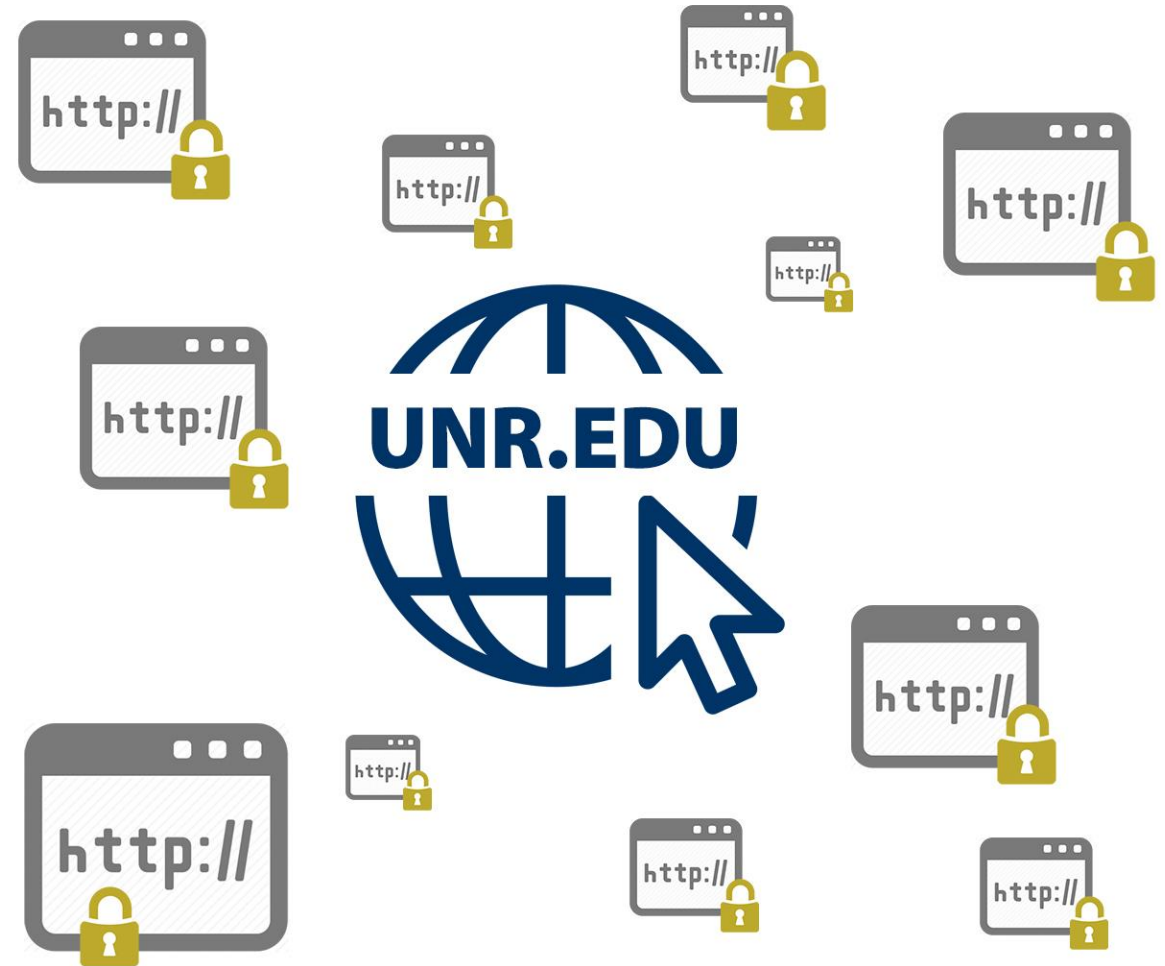
# Web Property Registry

- **Total**
  - 220 domains and subdomains (sites)
- **Growth**
  - 100% growth in sites tracked in Siteimprove (95 to 190) between February and August 2018.
- **Coverage**
  - 79.09% (174) of web properties were compatible with and tracked within Siteimprove as of September 2018.

UNR.EDU

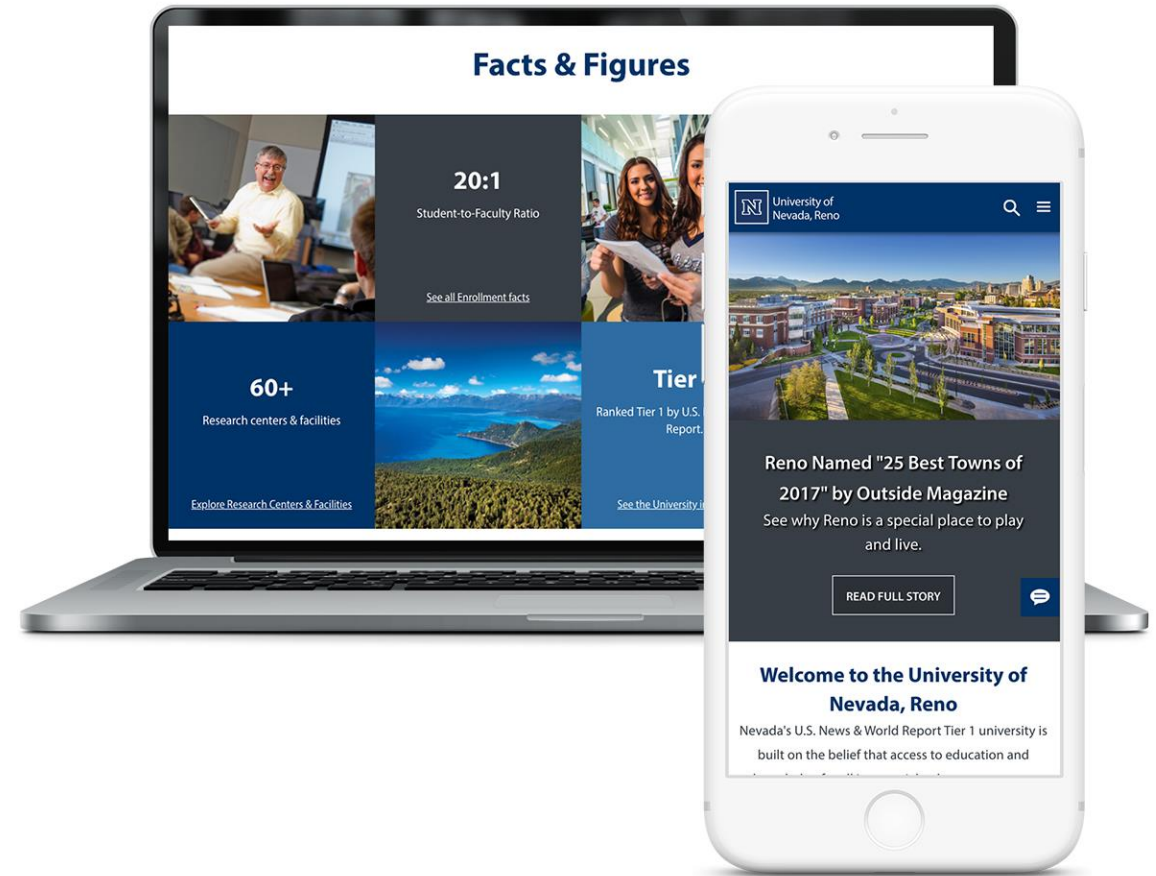# University Website Redesign & Rebuild

- **Status**
  - Design and development is 70% complete
- **Content Migration**
  - November 2018
- **Expected Launch**
  - End of Summer 2019

# Documents (PDFs)

- **PDFs**
  - 42,801 total PDFs
    - **University website:** 6,715
    - **All other websites:** 36,085
  - 23,120 (54%) of total PDFs are inaccessible
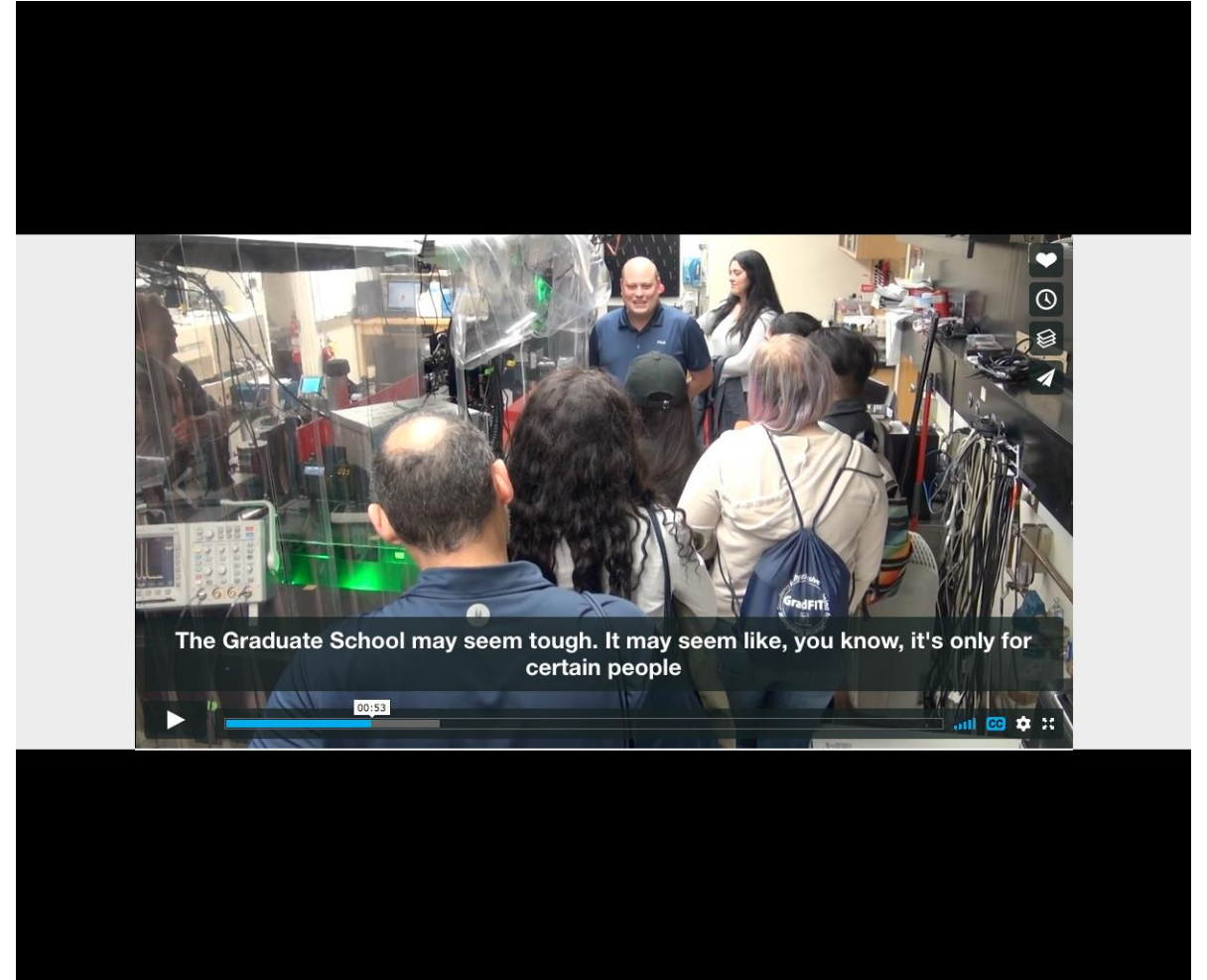
# Videos

- **Instructional/Academic**
  - 662 videos and 211 hours captioned
- **Professional/Administrative**
  - 583 videos discovered on the University YouTube & Vimeo accounts, 295 captioned
- **Embedded**
  - 1,720 embedded videos

# Web Accessibility

## Kalena Pelekai-Wai

Chair, ICT Audit subcommittee

Senior Web Developer, Office of Marketing & Communications
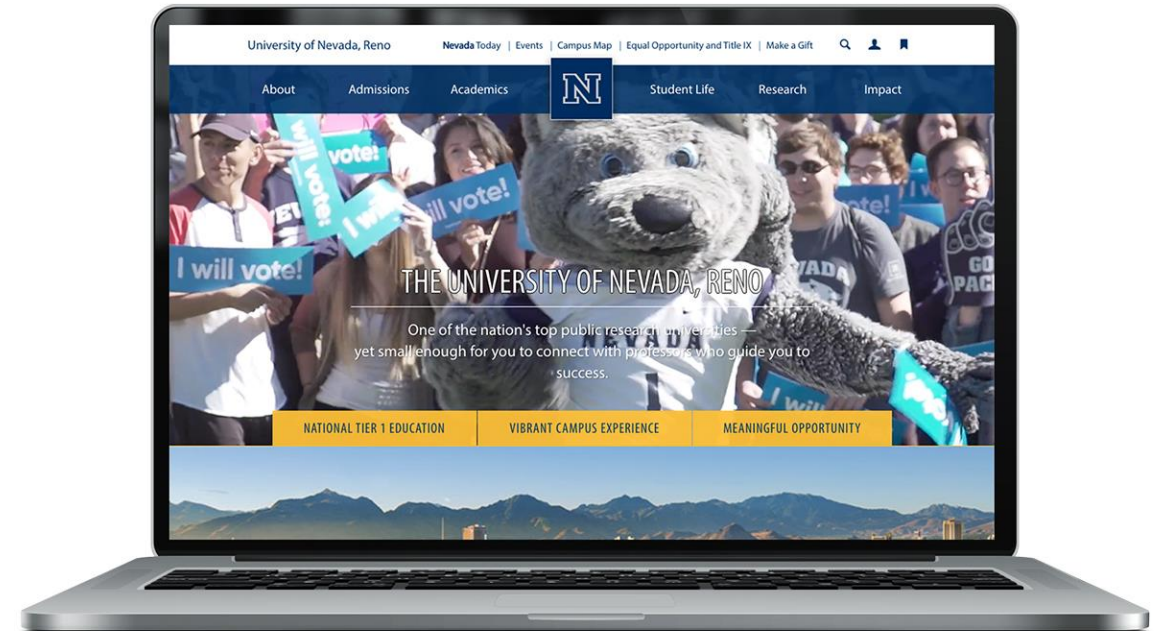
# University Website

- **Web**
  - 23 Level A and 2 Level AA issues across 16,111 pages
- **PDFs**
  - 5,054 inaccessible PDFs within the CMS, 6,715 total (75.26%)
- **Videos**
  - 270 embedded videos within the CMS

# All Other Websites

- **Web**
  - 3,976 Level A and 462 Level AA across 218,336 pages
- **PDFs**
  - 18,066 inaccessible PDFs, 36,086 total (50.06%)
- **Videos**
  - 1,450 embedded videos

# Compliance Dates for Non-Instructional Content and Functionality

- All non-instructional content and functionality must be accessible by December 1, 2019.
  - This includes any sites or software used for official University business, including faculty websites as well as the public-facing content and/or functionality from 3rd party software

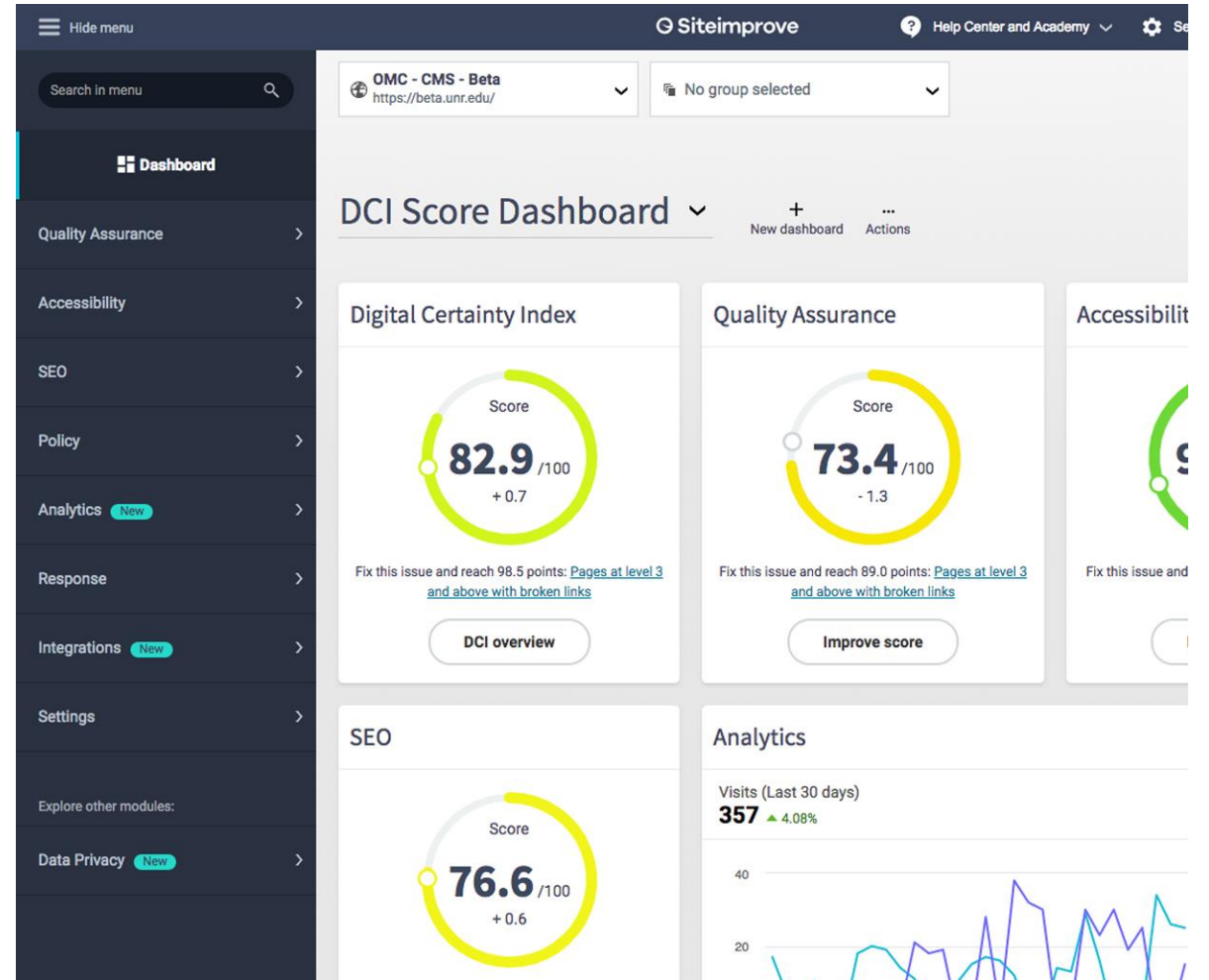# Siteimprove Accessibility Reports

- **Audience**
  - Web Accessibility Liaisons and Deans/Vice-Presidents
- **Goal**
  - Standardize our assessment methods, report in a transparent and frequent manner, summarize and present the information from Siteimprove
- **Progress**
  - 18 out of 22 planned reports completed

# Web Accessibility Resources

- **Accessibility Website**
  - Visit [www.unr.edu/accessibility](www.unr.edu/accessibility) to learn more about accessibility.
- **Training**
  - In-person: Basic Web Accessibility, PDF Remediation, CMS & Siteimprove
  - Online courses: Siteimprove Academy & Lynda.com
- **Tools**
  - Siteimprove Intelligence Platform
  - Chrome Extensions: Siteimprove Page Checker & WAVE Tool
  - Adobe Acrobat Pro
- **Technical Guidance**
  - For guidance with web content within the University Website (CMS)
    - Contact [webhelp@unr.edu](mailto:webhelp@unr.edu)
  - For guidance with all other websites
    - Contact your designated [Web Accessibility Liaison](Web Accessibility Liaison)
- **Questions or Concerns**
  - General Accessibility Questions: [https://www.unr.edu/accessibility/ask-a-question](https://www.unr.edu/accessibility/ask-a-question)

# Instructional Materials

## Ed Huffman

Chair, ICT Classroom & Instructional Materials subcommittees

Director, Teaching & Learning Technologies (TLT)

# Compliance Dates for Instructional Content

- **All instructional materials should be accessible by January 1, 2019.**
  - This includes materials located in WebCampus and on faculty websites, etc.
- **Software used for classes must be accessible by January 1, 2019.**
  - Software should go through internal software testing.

# Instructional Resources

- ALLY
- Instructional Design Team
  - Assistance with making your instructional materials accessible
  - Captioning Services
    - captions@unr.edu
- Training
  - tlt.unr.edu
  - Departmental sessions/small group sessions can be scheduled for your group on request
- Adobe Acrobat Pro

# ALLY Reports

- Departmental reports will start going out to Deans in the upcoming weeks.
- These reports will go out annually and will be grouped with the web reports moving forward, so departments only receive one report.



Accessibility Scoring Top 10 High Enrollment Courses
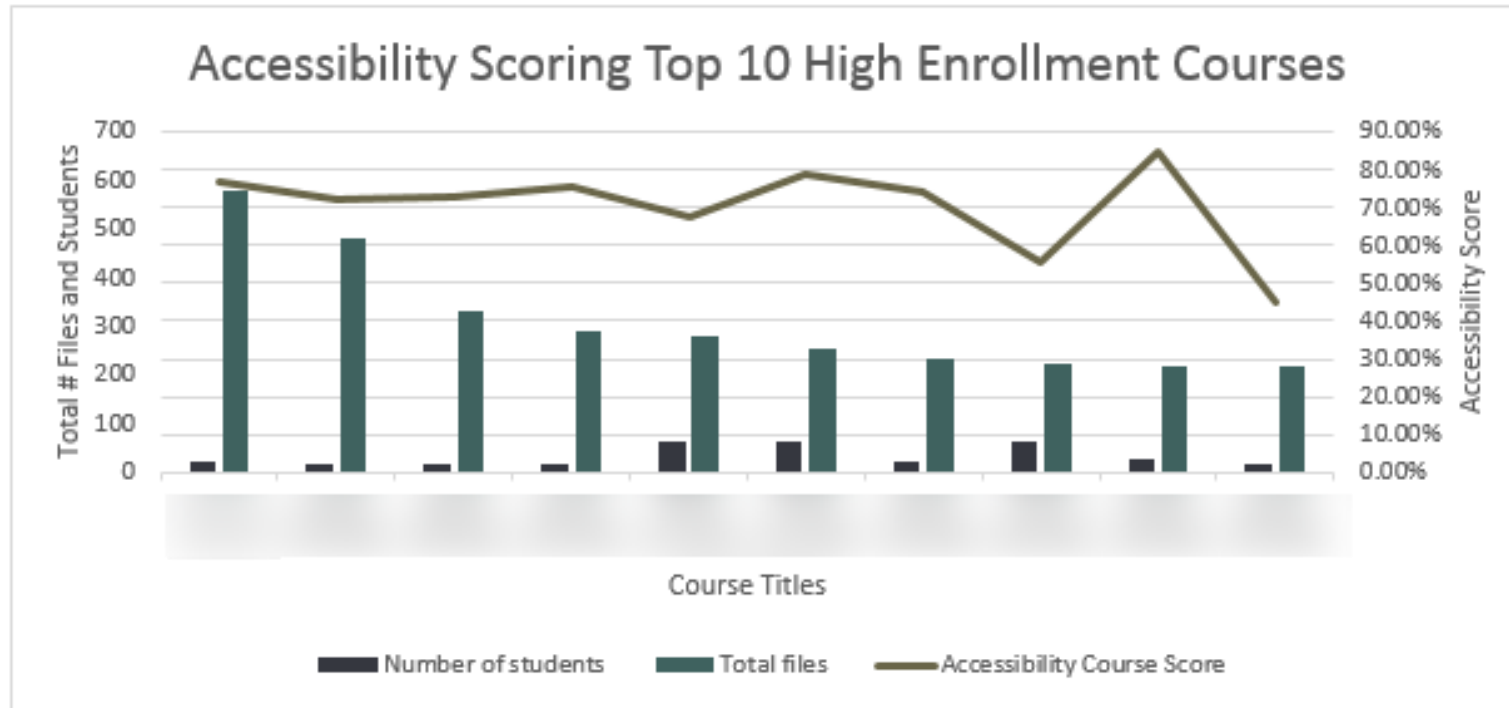
# Training

## Ed Huffman

Chair, ICT Classroom & Instructional Materials subcommittees

Director, Teaching & Learning Technologies (TLT)

# Training Sessions

- Basic Web Accessibility

- Creating Accessible Office Documents

- Creating Accessible PDFs

- Creating Accessible Courses Using ALLY

# Training Attendance

- All faculty and staff who publish any content to the web are _required_ to take Basic Web Accessibility training _annually_.

- 2017 (starting in March): 251 attendees

- 2018: 546 attendees (so far)

# Online Basic Web Accessibility Training

- **Coming Spring 2019**
- Fully online way to meet your training requirement.

# Software Procurement Process

## Gary Livedalen

Buyer III
Business Center North (BCN) Purchasing Department

# ICT Procurement Procedure

The University procures ICT that is universal in design and accessible to all individuals, including individuals with disabilities. In the event this is technically infeasible or imposes undue burden, the University ensures an equally effective accessible alternative. All ICT must meet the applicable accessibility standards set forth in Section 508 of the Rehabilitation Act of 1973, as amended (Sec. 508), the Americans with Disabilities Act of 1990, as amended (ADA), and University of Nevada, Reno Benchmarks for Measuring Accessibility

# Software Procurement Process Overview

**STEP ONE:** Gather Information and Required Documents

**STEP TWO:** Submit for ICT Review

**STEP THREE:** ICT Review Process

# Software Procurement Process – STEP ONE

**Gather Information and Required Documents**

- Obtain compliant accessibility documentation from the vendor.
  - The Voluntary Product Accessibility Template (VPAT) Version VPAT2.2WCAG - July 2018 can be found at the bottom of the Information Technology Industry Council Accessibility web page.
  - If the VPAT lists some items as "partially supports" or "does not support", you must provide documentation from the vendor indicating their intent to remediate those barriers including a time line for expected completion of remediation.

# Software Procurement Process – STEP TWO

**Submit for ICT Review**

- Complete and submit the Information and Communication Technology (ICT) Software Accessibility Review form and attach accessibility documentation from step one above.

# Software Procurement Process – STEP THREE

**ICT Review Process**

- If the product is student- or public-facing, it may also require internal UNR ICT Software Accessibility Review Committee testing to identify any potential critical barriers to access and clarify any questions regarding the VPAT.

- You will be contacted with more details if such testing is necessary.

- You will receive a written report of findings and a recommendation of next steps once the VPAT review and the internal test, if applicable, are complete.

# Software Procurement Process – STEP THREE continued

**ICT Review Process**

- The Committee has the discretion to choose not to test some student- or public-facing software. Examples of instances that may preclude testing include:
  - Software that has limited impact (relatively low number of users)
  - Committee has prior knowledge of the product accessibility (tests performed by other institutions)
  - Provided documentation clearly satisfies all Committee interests

# What if your ICT is not accessible?

If your accessibility review documentation indicates the product or service is not accessible, you can do any of the following:

- Develop an Equally Effective Alternative Action Plan (EEAAP).
- Submit an Alternative Option.
- Submit an Exception Request.

# Summary – Important Dates

- **Important Dates**
  - 1/1/2019 - UNR Procedures Deadline
  - 6/30/2019 - CMS Migration Deadline
  - 12/1/2019 – Web Accessibility Deadline
  - 03/20/2020 – OCR Remediation & Reporting Deadline
- Key areas to improve
- Resources & Tools

# Summary – Key Areas to Improve

- Important Dates
- **Key areas to improve**
  - PDFs
  - Websites, web content, and web applications outside the CMS
- Resources & Tools

# Summary – Resources & Tools

- Important Dates

- Key areas to improve

- **Resources & Tools**
  - Siteimprove, ALLY & Acrobat Pro
  - Instructional: Teaching & Learning Technologies (TLT)
  - University Website: Marketing & Communications
  - All other websites: Web Accessibility Liaisons

# The End

- Thank you for your time and attention!

- For more information please visit [www.unr.edu/accessibility](www.unr.edu/accessibility) for a link to today's presentation.

# Questions