

Sacramento State
Web Accessibility
Implementation Plan
August 2007



SACRAMENTO
STATE

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Overview

Sacramento State is committed to providing equal access to Web-based information, in accordance with Executive Order 926 - CSU Board of Trustees Policy on Disability Support and Accommodations, Americans with Disabilities Act of 1990 (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, and California Government Code 11135 which applies Section 508 of the Rehabilitation Act to the CSU.

University webpages should satisfy minimal accessibility standards for webpages as defined by Section 508 accessibility guidelines, in accordance with the specific timelines stated in Chancellor's coded-memo AA-2007-04 (see <http://www.calstate.edu/AcadAff/CodedMemos/AA-2007-04.pdf>).

Web Accessibility Milestones & Deliverables (Administrative)	Timeline
Complete the <i>First Year Web Report</i>	May 15, 2007
Submit <i>First Year Web Report and Web Accessibility Implementation Plan</i> to the Chancellor's Office	June 15, 2007
New and updated websites, web applications, and web content, will, at the minimum, conform to baseline accessibility standards as defined in Section 508: (www.access-board.gov/sec508/standards.htm). If remediation or replacement of the website is not possible or would constitute an undue burden, then a plan to provide an equally effective alternate form of access must be developed, documented, and communicated.	No later than September 1, 2007
Submit Progress Report to the Chancellor's Office	June 15, 2008
All administrative sites that are critical to institutional access (as determined in the <i>Web Accessibility Implementation Plan</i>) will, at the minimum, conform to baseline accessibility standards as defined in Section 508. If remediation or replacement of the website is not possible or would constitute an undue burden, then a plan to provide an equally effective alternate form of access must be developed, documented, and communicated.	May 15, 2009
Submit Progress Report to the Chancellor's Office	June 15, 2009
Submit Progress Report to the Chancellor's Office	June 15, 2010
Submit Progress Report to the Chancellor's Office	June 15, 2011
All websites at the CSU will fully conform to Section 508 or to a stricter, future standard. If remediation or replacement of the website is not possible or would constitute an undue burden, then a plan to provide an equally effective alternate form of access must be developed, documented, and communicated.	May 15, 2012
Submit Final Report to the Chancellor's Office	June 15, 2012

For more information about the Accessible Technology Initiative, please see <http://www.calstate.edu/accessibility>

First Year Web Report

The first year report provides the foundation and background information for the Web Accessibility Implementation Plan as specified in Coded Memorandum AA-2007-04. This report is available at the Sacramento State Accessibility Website: <http://www.csus.edu/accessibility/firstyearreport/>

Implementation Plan

This process applies to all official University administrative webpages including, but not limited to, academic programs and services, student services, business services, and auxiliary programs and services. Individual webpages published by students, employees, or non-university organizations that are hosted by the University but do not conduct University related business are encouraged to adopt the University's policy and standards but fall outside the scope of this policy.

Part 1: A process for auditing, monitoring and remediation of websites.

Monitoring and Auditing

University webpages are scanned by the automated monitoring software (HiSoftware AccMonitor) and inspected manually where necessary as part of an ongoing auditing process. The cross section pages that are being monitored as part of the first year report sample are representative of the diverse campus web environment. Any applicable sites not currently monitored shall be added in a timely manner in accordance with the timelines set by the ATI and CSU policy. Monitoring shall be administered or supervised by the University Webmaster, who reports directly to the Associate Vice President for Academic Computing Resources or the Sacramento State ATI Coordinator. If a webpage does not conform to the Section 508 guidelines, a report communicating results of a Website's Section 508 compliance evaluation will be disseminated to the web publisher, including a due date for correction not sooner than two weeks from the date of notice.

Pending allocation of requested funds for the Accessible technology Initiative, an additional technical resource person will be identified to configure and run the AccMonitor software that monitors our websites for compliance, manage report summaries/databases, and assist web publishers. Additional consultation and technical assistance may also be provided by other campus technical staff. Final plans will be made pending approval/disapproval of requested funds for new positions.

Report Results of Website Evaluation

The report communicating results of the website evaluation needs to be further developed. Additional information on the evaluation process also needs to be developed.

The Webmaster will develop a manual evaluation checklist for non-technical Web publishers. This checklist will be a condensed version of the [manual accessibility procedure published by the ATI](#). The goal of this checklist is to enable all qualified campus Web publishers to perform the essential tasks of the full manual evaluation in ten minutes or less, with significantly less technical knowledge than previously required.

PART 2: A process for establishing accountability and documentation procedures.

Accountability of Accessibility Problems

Sacramento State has a widely distributed web development environment, making communication of responsibility for dispersed web activities a challenge. The distribution of the content of this web accessibility plan provides an opportunity to improve knowledge of

accountability for accessible web development, to communicate new policies and guidelines, and to build community among web developers.

According to the University's current World Wide Web policy (See University Policy Manual <http://www.csus.edu/umannual/acad/UMW20200.htm>), the college deans, department chairs, and program center and auxiliary directors must authorize and be responsible for the content of the college, department, program center, and auxiliary webpages and/or Web servers. All publishers (either organizational or individual) will be held accountable for the timeliness, accuracy and reliability of the published information and for adherence to University policy. Beginning in September, Sacramento State will form a new Web Oversight Committee which will review and revise the above policies. These policies will require all web publishers to verify the accessibility of webpages or new web content before it is published (see Part 3 below). Upon receiving applicable portions of the campus web accessibility evaluation report, assigned web publisher(s) will be held responsible for repair of identified websites.

Feedback pertaining to web accessibility problems that come to the university's attention must be made available to the responsible department through direct contact or by using an inaccessible webpage complaint form:

http://www.calstate.edu/Accessibility/EIT_Procurement/APPENDIX.H.ComplaintFormv2.doc

This feedback process needs to be further developed.

Procedure for Correcting Violations:

- a. As indicated above, an initial notice of accessibility problems will be submitted to the web-page owner* by the University Webmaster including a due date for correction not sooner than two weeks from the date of notice.
- b. If not corrected by the notice due date, a second notice of policy violation will be submitted to both the webpage owner and the webpage owner's supervisor*, including a due date for correction not sooner than two weeks from the date of notice.
- c. Upon failure to comply with this second notice, a third notice will be sent to the appropriate vice president, noting the need for the applicable area to comply within two weeks.
- d. The University Webmaster will be granted authority to remove webpages from service within 30 working days when websites do come within compliance after this third warning period. The University Webmaster shall notify the website's owner/administrator, with a copy to supervisors and the appropriate vice president prior to taking such action.

A procedure will need to be established for enforcing the remediation of offsite campus-affiliated web content (e.g. <http://www.hornetsports.com/> or <http://www.sacstatealumni.com/>).

Repair Documentation:

Repairs to online content that has failed the monitoring process must be documented. Starting May 15, 2007, publishers shall report URLs repaired to meet accessibility standards to the University Webmaster. Starting May 15, 2008, the Webmaster will have the authority to remove inaccessible webpages per the *Procedure for Correcting Violations* (see above). The notification and disabling of inaccessible websites will be documented by the University Webmaster or another member of the Information Resources & Technology staff. The process of re-enabling repaired sites, after proof of compliance has been submitted to the Webmaster, will also be documented.

Documentation Procedures:

Web content providers are responsible for reviewing the results of applicable website accessibility evaluations and then consulting with the University Webmaster or other technical expert to identify and propose solutions and propose a timeline for correction. Documentation must be provided to the University Webmaster after repairs are made that:

- a. Identifies who the current webpage owner/administrator is and who completed the repair work;
- b. Outlines the changes that were made to retrofit the site for accessibility, referring to the accessibility report or addressing a manual web evaluation checklist.
- c. Discloses how any remaining accessibility issues will be addressed, including plans for alternate access until the site is fully repaired.

Under consideration is a proposal that documentation about accessibility of webpages and other information be compiled in a database system.

PART 3: A strategy to ensure that new websites and web content incorporate accessibility in the design and authoring process.

Policy Statement

The CSU has a policy statement which reflects the minimum accessibility requirements mandated by Sections 504 and Section 508 of the Rehabilitation Act of 1973, as amended, and other applicable state and federal laws: <http://www.calstate.edu/eo/EO-926.html>

Sacramento State has a brief policy statement on Web accessibility which reflects the minimum accessibility requirements mandated by Section 508 of the Rehabilitation Act of 1973, as amended in 1998:

“Sacramento State is committed to providing equal access to Web-based information in accordance with Section 508 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. This ensures that University Web pages will be accessible by faculty, staff, students, and customers with disabilities. The Web Accessibility Policy will satisfy minimal accessibility standards for Web pages as defined by Section 508.”

The current campus policy will need to be further developed by the new Web Oversight Committee and accessibility guidelines then prepared that should be incorporated into the normal workflow for all development of new web-based content and media. In addition, all employees who are authorized to publish online content should be required to participate in a Section 508 baseline Web accessibility training class. The Committee will also need to develop better promotional plans to increase awareness of the web accessibility policy, as well as to plan for ongoing internal promotion of web accessibility as staff and responsibilities change over time.

Web Server Access

Sacramento State needs to identify all web servers utilized on campus, along with a list of responsible parties who control access to those servers. All web server owners must then institute procedures requiring application for a web server account in order to develop and maintain online web content. Prior to approval of any application, applicants will need to successfully participate in a mandatory Section 508 Web accessibility training process (e.g. in a face to face workshop or via an online tutorial).

All web publishers must complete the training and turn in proof of completion along with the request for web server account (<http://www.csus.edu/uccs/forms/webserver/>). Those web publishers already experienced in the development of accessible online content, may request a waiver of the training requirement by demonstrating proficiency to the Webmaster.

Software Designed to Facilitate Accessibility

Web editing tools can be used to help bring webpages into accessibility compliance. Specifically, tools that will be used include:

- a. Dreamweaver CS3: <http://www.adobe.com/accessibility/products/dreamweaver/>
- b. Dreamweaver 8: <http://www.adobe.com/resources/accessibility/dw8/>
- c. Contribute CS3: <http://www.adobe.com/products/contribute/>
- d. Web developer toolbar (Firefox): <https://addons.mozilla.org/en-US/firefox/addon/60>
- e. Accessibility extension (Firefox): <https://addons.mozilla.org/en-US/firefox/addon/1891>
- f. A text-only browser (e.g. Lynx), or the Lynx Viewer: <http://www.delorie.com/web/>

In addition, commercial web accessibility validation tools such as HiSoftware AccVerify will be available campus-wide.

Incorporate Accessibility into Technology Training

In addition to the web accessibility training required for web server access, other training will be offered on webpage development through the Faculty/Staff Resource Center. All web-related training (including technology training on tools such as Word, PowerPoint, and Acrobat) will be revised to incorporate accessibility. See further information on training in Part 7 below.

Templates Help Meet Accessibility Standards

Sacramento State provides templates for use in creating accessible websites. These templates meet the minimum standards of accessibility and can be used as accessible frameworks for the creation of web content. As indicated in the [First Year Web Report](#) campus wide trends, there is a one-to-one relationship between repair sample pages that use our campus web templates and those that are Section 508 compliant. Procedures will be put in place to ensure that additions and changes made to the templates, as well as content and pages created from the templates, remain continually compliant with Section 508. Any content provided dynamically to a template from a database or content management system also needs to be assessed for accessibility to achieve full conformance. The campus will develop procedures to increase adoption of accessible templates, which will in turn increase compliance with Section 508.

Content Management

The campus will explore adoption of a content management solution as a long term strategy to address differences in the technical skills of web publishers, to provide accessible web content, and to meet other campus web content management needs. A campus-wide initiative will allow us to explore how content management can help enforce consistent implementation of campus look-and-feel standards, while also simplifying the publishing process for our content providers. Content management software will also allow us provide a consistent web presence, compliant with web standards such as XHTML, CSS, and most importantly Section 508. Sacramento State is pilot testing use of Contribute software during Fall 2007, as a locally controlled approach to content management.

PART 4: A process for determining exceptions and for developing, documenting and communicating the equally effective alternate form of access that will be provided.

Exception Review and Resolution

In situations where online content cannot comply with Section 508 standards due to the nature of the content, structural impediments, or constraints of the technology, requests for exceptions shall be considered on a case-by-case basis.

All requests for exceptions to Section 508 accessibility must be made to the appropriate department chair, or program center/auxiliary director, who must then authorize and forward the exception to the appropriate college/divisional representative (i.e. VP or VP designee). If the college/divisional representative (e.g. Dean or AVP) endorses the request, the exception request will then be submitted to the Chief Information Officer (CIO) or designee (e.g. University Webmaster), who in consultation with Services to Students with Disabilities will ensure that the recommended means for providing equivalent access is effective. Requests for exceptions must be accompanied by a proposed plan for achieving compliance within a specified timeframe and/or a plan for providing the information in an alternative format that ensures equally effective access to the information by persons with disabilities, as defined in [Coded Memo AA-2007-04](#). Requests for exceptions should be based on issues other than cost or time alone, and must provide an equally effective alternative form of access. It is the responsibility of the webpage owner to provide documentation of completion of plans for alternative access.

See [Exceptions Documentation](#) for a suggested exception documentation template: www.calstate.edu/Accessibility/EIT_Procurement/APPENDIX.G.EIT_Exceptions_Documentationv2.doc

Since the University bears the responsibility for effectively communicating the web-based information in situations where an exception to Section 508 compliance has been granted, the division responsible for the inaccessible website must establish a documented procedure to provide an alternate way for the user to access this information in a timely manner. The website must contain an accessible link or a contact person if users have trouble accessing content within the site. Publishers are required to post the following on each webpage: the name and contact details for the person responsible for the page and the date the page was last updated. The equally effective alternative will be dependent on the extent of the accessibility problem. Best practices will need to be developed depending on the accessibility issue.

PART 5: A process for identifying critical administrative websites that require remediation.

A process to identify websites critical to institutional access that require remediation has been completed. As part of the First Year Report, the University ATI Steering Committee identified the "most used" 20 webpages, including pages that can be navigated from the Sacramento State Home Page, webpages frequently accessed by students with disabilities, and ones reflective of a wide range of web services. The process used both automated tools for analysis and also individual first-hand knowledge of campus web services. Refer to the First Year Report for a list of these pages.

As indicated in the web policy, University Web pages at Sac State must satisfy Section 508 guidelines for accessibility, with special attention to critical webpages. Colleges, departments, program centers, and auxiliaries may create webpages that reside on web servers not under the

control of the central IT organization. Procedures need to be developed to ensure Section 508 compliance on all web pages, regardless of the location of web servers.

For any webpages not already assessed for accessibility through the First Year Report, assessments will be completed in accordance with the timelines set by the ATI. Refer to Procedure for Correcting Violations in Part 2 above for a process for the remediation of webpages. If remediation or replacement of the critical website is not possible or would constitute an undue burden, then a plan to provide an equally effective alternate form of access must be developed, documented, and communicated publicly on the website.

A status report or documentation summarizing the progress towards a fully accessible website over the previous year and targets for the upcoming year shall be submitted by the web publisher to the University Webmaster in accordance with the process described under Repair Documentation in Part 2 above.

Feedback pertaining to accessibility problems of administrative webpages should be made available to the responsible department; feedback could be submitted via an accessible webpage complaint form:

http://www.calstate.edu/Accessibility/EIT_Procurement/APPENDIX.H.ComplaintFormv2.doc

This complaint process needs to be further developed and weaved into the general Campus Complaint Procedure: <http://www.csus.edu/umannual/hr/UMS16310.htm>

PART 6: A process for providing alternative ways of delivering information during any period in which websites are undergoing retrofit.

Pages that do not meet accessibility requirements must provide alternative methods for obtaining information during any period in which those pages are undergoing retrofits. See Part 4 for further information on providing alternative access. Each University website must contain an accessible link or a person to contact if users have trouble accessing content within the site. This would usually be the web publisher.

There should be a means for individuals with disabilities to obtain the inaccessible information when websites are undergoing remediation. In order to provide the equivalent access that the webpage provides to non-disabled users, all webpage contact personnel must have procedures in place to ensure responding to requests for obtaining information in a timely manner. Policies and procedures will be developed to inform all web managers of these responsibilities.

As an example of the process, a page with an inaccessible form could remain in place with the addition of language describing an alternative way to complete the form. The webpage contact person may need to consult with the Office of Services to Students with Disabilities High Tech Center in order to properly describe the alternative means of access that will allow individuals with disabilities to obtain the information or access the technology. If there is a cost involved in providing the alternative method, the cost may need to be covered by the department administering the webpage.

PART 7: A training plan for those who develop and maintain websites and who author web content.

Training:

A concrete plan for web accessibility training will need to be further developed, pending consideration of a pending budget request for training personnel. If additional funding is not provided, best effort will be made to incorporate web accessibility training for developers and publishers of online content through training opportunities already provided by Academic Technology and Creative Services, the Faculty Staff Resource Center, Services to Students with Disabilities, the University Webmaster, and outside resources.

Academic Technology and Creative Services (ATCS) already offers a faculty and staff workshop on Web Accessibility. Visit the ATCS Training webpage (<http://www.csus.edu/training/>) for a description of this workshop and available dates when it is offered. In order to meet the needs of the broadest number of campus web publishers, the existing workshop will need to be broken up into two workshops: a non-technical overview of web accessibility and a more technical, hands-on workshop where developers can learn more advanced techniques for evaluating and repairing websites.

All employees who are authorized to publish online content will be required to participate in a baseline Web accessibility training class. This training will need to include information on the web accessibility policy, CSU Accessible Technology Initiative, background information on ADA and Section 508, web accessibility guidelines, evaluations, remediation process, copyright and intellectual property policies, and campus style guidelines. Planning will take place to identify or develop an accessible online tutorial (similar to the Information Security Program Training). Already available delivery tools (e.g. LearnerWeb, WebCT), will be explored and assessed for use in delivery of such training.

Following completion of training, those being trained will be required to verify that they have read and understand the material, and will avail themselves of available campus resources, technical assistance, and further training.

The University Webmaster provides Web accessibility information for web publishers online at: <http://www.csus.edu/web/accessibility/> The Webmaster will hold a campus-wide meeting with campus web developers each semester (similar to the ABA Business Matters Roundtable Meeting) to provide information about web accessibility and to discuss other issues related to web publishing. A web accessibility checklist which would guide webpage developers, publishers, and authors in creating accessible web materials will be made available at the University Help Desk, through Academic Technology and Creative Services, and at the Faculty Staff Resource Center. This checklist can be used to determine if a website is compliant with current accessibility guidelines. This checklist still needs to be developed.

The High Tech Center and Services to Students with Disabilities can also provide consultation and training in the area of alternative access and assistive technology.

PART 8: A communication plan to educate the campus about web accessibility requirements.

Communications Plan

The online all-campus newsletter, all-faculty mailings, training workshops, and direct communication with students have already served as communications vehicles regarding effective access to instructional materials. A concrete plan for further communications will be developed during fall 2007.

A communications plan will take into account various audiences. Below are suggested communications that could be undertaken:

- Send awareness email from the President to all students, faculty, and staff introducing EO-926 and his continued commitment to ATI program (this was sent campus wide in February 2007; see Appendix A).
- Encourage campus administrators to incorporate information about web accessibility into orientation sessions at the start of the fall semester.
- Send e-mail messages to all Deans and Department Chairs from the Provost reminding their faculty and staff that accessibility requirements must be met when designing or re-creating content, including webpages.
- Conduct a campus forum on accessibility early in the fall semester.
- Establish a Sacramento State Accessibility webpage as a repository and information resource on the Accessible Technology Initiative for our campus (this webpage is still under development).
- Meet with campus online content developers each semester to provide information about web accessibility and to discuss operational details.
- Post a comprehensive question and answer document on the Accessibility website (we have already received permission from University of Minnesota to adapt Accessibility of Information Technology Frequently Asked questions section with appropriate credit <http://cap.umn.edu/ait/faq.html>)
- Create a one-stop "Accessible Technology" Help Line or email address to route questions about accessible webpages, and other accessible technology issues.
- Announce in the Bulletin that information and training will be provided for department chairs and faculty.
- Announce in the Bulletin when faculty and staff development opportunities will be held.

This communication plan needs to be further developed, and needs to be flexible and adaptive to any changes over the coming academic year.

PART 9: An evaluation process to measure the effectiveness of the plan.

The Sacramento State Web Accessibility Implementation Plan will be evaluated annually by the ATI Steering Committee and the University Committee for Information Technology Accessibility, as required by the ATI. The Progress Reports to the Chancellor's Office (due in June of 2008, 2009, 2010, 2011, and 2012) will include the following:

1. A process for auditing, monitoring and remediation of websites.

Ongoing monitoring of web accessibility compliance for webpages on the Sacramento State Website will be conducted, using the campus-wide HISoftware AccMonitor reports referred to in the First Year Web Report.

2. A process for establishing accountability and documentation procedures.

Measurements and outcomes will be created to gauge the effectiveness of the accountability process. Baseline measures and goals for accessible websites will be established in fall, 2007.

3. A strategy to ensure that new websites and web content incorporate accessibility in the design and authoring process.

Procedures to disseminate information about and enforce policies regarding accessibility of new websites will be established.

4. A process for determining exceptions and for developing, documenting and communicating the equally effective alternate form of access that will be provided.

The ATI Committees and Web Oversight Committee will develop a concrete process for monitoring equally effective alternative access.

5. A process for identifying critical administrative websites that require remediation.

Critical websites will be periodically evaluated for compliance as outlined in the plan above.

6. A process for providing alternative ways of delivering information during any period in which websites are undergoing retrofit.

A process for monitoring requests and procedures for evaluating retrofit of sites will be developed as outlined above.

7. A training plan for those who develop and maintain websites and who author web content.

The effectiveness of web accessibility training will be evaluated through testing, evaluations and observation.

8. A communication plan to educate the campus about web accessibility requirements.

The effectiveness of communication plans regarding web accessibility will be measured by surveys to gauge awareness of ATI policies and procedures.

9. The identification of roles and responsibilities associated with the above processes.

10. Evaluate if milestones are met, and report.

PART 10: The identification of roles and responsibilities associated with the above processes.

- The Chief Information Officer/Executive Sponsor of the ATI for Sacramento State is responsible for identifying roles and responsibilities for completion of the web accessibility plan.

Sacramento State Web Accessibility Implementation Plan

- The University Webmaster and ATI Coordinator (to be assigned) will provide primary leadership and supervision of implementation of the plan.
- The responsibility for compliance with web accessibility in departments will rest with deans and divisional vice presidents, who are responsible for communicating and enforcing the web accessibility policy to administrators, faculty and staff.
- Other resources include:
 - ⇒ Services to Students with Disabilities/High Tech Center: Alternative Access, Reasonable Accommodations, and Assistive Technology Questions
 - ⇒ Affirmative Action/Equal Opportunity/ADA: Complaints about Equal Access
 - ⇒ Academic Technology and Creative Services: Faculty/Staff Technology Training
 - ⇒ Procurement and Contract Services: Purchasing Questions
 - ⇒ Help Desk: Route General Technical Questions
 - ⇒ University Committee on Information Technology Accessibility (ATI Steering Committee): Web Accessibility Policy Questions
 - ⇒ University Webmaster: Webpage Design Questions
 - ⇒ Webpage Contact Person: Inaccessible Webpage Information
 - ⇒ Others as necessary and appropriate

PART 11: Milestones and timelines that conform to the dates listed below.

There are a series of deadlines by which our various webpages will need to be compliant with the accessibility requirements:

May 15, 2007: Completion of the First Year Web Report. This project replaces the 20-page manual evaluation previously described in the Coded Memo AA 2006-41 dated September 28, 2006. A draft process guide incorporating both an automated and manual checking process for evaluating a sample of campus websites has been developed and placed on the ATI Blackboard site at <https://fullerton.blackboard.com/>. This first year project will assist campuses in conducting a self-evaluation of the accessibility of their websites and in planning for remediation. (The Technology Access Transition Plan referenced in Coded Memo AA 2006-41 is no longer required.)

June 15, 2007: Submission of the Web Accessibility Implementation Plan and First Year Web Report

No later than September 1, 2007: New and updated administrative websites, web applications, and web content produced by the CSU or by third-party developers should, at a minimum, conform to baseline accessibility standards as defined in Section 508, Subpart B, and where appropriate, Subpart C (<http://www.access-board.gov/sec508/standards.htm>). This timeline applies only to administrative sites. The deadlines applied to instructional sites are provided in the Instructional Materials section of this memo.

May 15, 2009: All administrative sites that are critical to institutional access (as established in the Web Accessibility Implementation Plan) should, at a minimum, conform to baseline accessibility standards as defined in Section 508. If remediation or replacement of the website is not possible or would constitute an undue burden, then a plan to provide an equally effective alternate form of access must be developed, documented, and communicated.

May 15, 2012: All websites at the CSU should fully conform to Section 508. Once again, undue burden plan requirements (as described above) apply.

APPENDIX A

-----Original Message-----

From: On behalf of the Office of the President

Sent: Thursday, February 22, 2007 3:21 PM

To: csus-faculty-everyone; csus-staff-everyone; csus-cpr; csus-foundation

Subject: Accessible Technology Initiative

To: Campus Community

Over the course of the spring semester, the university will intensify efforts to make our information technology resources fully accessible to all members of the campus community, including persons with disabilities. This is part of our commitment to providing the best possible education and work environment. The work will be done following guidance and policies established by the CSU Chancellor's Office.

In January 2006, the Chancellor's Office launched the Accessible Technology Initiative (ATI) in order to develop the work plan, guidance, and resources to assist all CSU campuses in complying with the January 1, 2005 Executive Order 926 - the Board of Trustees Policy on Disability Support and Accommodations (<http://www.calstate.edu/eo/EO-926.html>). The policy is premised on federal and state laws designed to empower individuals with disabilities to maximize education and employment opportunities, economic self-sufficiency, independence, inclusion and integration into society.

This project is a complex multi-phase effort beginning now and extending to 2012. It includes a series of planning, implementation, and evaluation components. The initiative revolves around the three priorities identified by the CSU as:

- * Web Accessibility
- * Instructional Material Accessibility
- * Accessible Electronic and Information Technology Procurement

To help plan and implement this program on our campus and ultimately to ensure that the University meets this commitment, I have created the University Committee on Information Technology Accessibility (UCITA). The total membership numbers 22. Participants include a student, management personnel, faculty, and staff. The committee's work plan, progress in complying with the requirements of the initiative, and related information will become available at a future date at www.csus.edu/accessibility.

Sacramento State has made substantial gains through the work of many existing committees. I expect there will be strong collaboration among the Academic Information Technology Committee, University Committee for Persons with Disabilities, the Faculty Senate, and others. Please assist the committee and others in making our IT facilities, resources, and services accessible to all members, including those with disabilities.

Thank you.

Alexander Gonzalez
President

CSU ATI Website: www.calstate.edu/accessibility