

ATI Instructional Materials Report AY 11/12

Campus Name: Select your campus

Please refer to the report instructions before completing this form. The instructions were sent as a separate attachment and they are also posted on the [ATI Moodle Website](#).

1.0 Timely Adoption

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.	Optimizing	Accomplishment 1: Refined 1 click adoptions system Accomplishment 2: Broke down communication barriers between textbook manager and department contacts	Plan 1: Increase adoption rates Plan 2: Develop faculty incentives program Plan 3: Tracking system for departmental data
Comments	Measure of success: 12% by due date; 78% by buy back		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Optimizing	2007	Yes	Yes	
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]	Optimizing	2007	Yes	Yes	
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]	Optimizing	2009	Yes	Yes	

Area(s) of Requested Collaboration for Timely Adoption	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
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2.0 Identification of IM for Late-Hire Faculty

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.	Defined	Accomplishment 1: Have form in place to help with information on late hire process	Plan 1: attend chairs meeting Plan 2: Establish firm relationship with departments and contact personnel
Comments	We have a renewed focus in this area that we plan on making major strides with in the coming year.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
2.1 All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability]	Defined	2008	Yes	Yes	
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]	Defined	2011	Yes	Yes	

Area(s) of Requested Collaboration for Identification of IM for Late-Hire Faculty	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

Area(s) of Requested Collaboration for Identification of IM for Late-Hire Faculty	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

3.0 Early Identification of Students with Disabilities

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
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.	Optimizing	Accomplishment 1: Implemented electronic system to submit requests	Plan 1: Continue to monitor the electronic process and tweak as needed.
Comments	Measure of Success: % of eligible students with disabilities who request alternate media in a timely manner (based on ARC guidelines). Goal 100%. Fall 11 – 100%, Spring 12- 100%. We have had a very successful system especially for those that submit requests in a timely manner. We received acceptable numbers in student survey to go along with are statistical accomplishment.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Optimizing	2007	Yes	Yes	
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	2009	Yes	Yes	
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]	Optimizing	2008	Yes	Yes	

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Optimizing	2007	Yes	Yes	
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]	Optimizing	2008	Yes	Yes	

Area(s) of Requested Collaboration for Early Identification of Students with Disabilities	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
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4.0 Faculty Use of LMS (or non-LMS) Course Websites *

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<p>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.</p> <p>*While it is anticipated that most campuses will use the LMS to meet this goal, other structures (e.g. Web Content Management Systems or other online delivery methods) that provide similar functionality and are accessible, may</p>	Managed	<p>Accomplishment 1: Faculty workshops and resources to develop accessible content with blackboard learn and collaborate.</p> <p>Accomplishment 2: Rolled out new LMS with minimal disruption and issues</p> <p>Accomplishment 3: Implemented system for speedier delivery of materials for Kurzweil students</p> <p>Accomplishment 4: Campus (TLP) developed completely accessible early start math course within the LMS</p>	<p>Plan 1: Work on formal documentation/storage area for faculty to self-assist themselves on creation of accessible documents.</p> <p>Plan 2: Include this specific section in new campus EM prepared to be addressed in 12/13.</p>

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
serve as appropriate equivalents to the LMS.			
Comments	Blackboard Learn and blackboard collaborate were rolled out in 11/12 with great success. We are now in discussion on the accessibility of external content coming from publishers. Specific practices and recommendations will have to be put into a formal process for 12/13.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Managed	2007	Yes	Yes	
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]	Optimizing	2007	Yes	Yes	Blackboard Learn and Blackboard Collaborate
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Optimizing	2007	Yes	Yes	
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]	Optimizing	2009	Yes	Yes	
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]	Optimizing	2007	Yes	Yes	
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]	Managed	2009	Yes	Yes	

Area(s) of Requested Collaboration for Faculty Use of LMS (or non-LMS) Course Websites	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

5.0 Accessibility Requirements for Multimedia

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
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.	Initiated	Accomplishment 1: Continue to get faculty into TLP for assistance with multimedia needs	Plan 1: Establish process for prioritizing remediation of multi media Plan 2: Establish ATI contact for departments to review technology purchases
Comments	We have plans for this section in the coming 12/13 year.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Established	2008	Yes	Yes	
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Initiated	2009	No	Yes	

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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	2009	No	Yes	
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]	Managed	2008	Yes	Yes	
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]	Defined	2010	Yes	Yes	

Area(s) of Requested Collaboration for Accessibility Requirements for Multimedia	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
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6.0 Accessibility Requirements for Curricular Review and Approval

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.	Managed	Accomplishment 1: ARC is a fully participating partner in curricular review process	Plan 1: Refine process for tracking measure of success Plan 2: Develop system to track departmental changes in curriculum
Comments	Measure of Success: % of New courses that have undergone accessibility review. Goal 75%. Current: ARC has seen and evaluated all new courses.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
6.1 Accessibility requirements have been developed and integrated into the academic curriculum review process for new course adoptions and existing course reviews. [Commitment]	Optimizing	2008	Yes	Yes	
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Managed	2008	Yes	Yes	
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]	Established	2010	Yes	Yes	

Area(s) of Requested Collaboration for Accessibility Requirements for Curricular Review and Approval	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
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7.0 Supporting Faculty Creation of Accessible IM

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.	Managed	Accomplishment 1: Summer institute Accomplishment 2: Established line of communication between faculty and assistive technology coordinator to work on instructional materials.	Plan 1: "5 clicks" plan to work with faculty in the creation and posting of accessible PDF's. Plan 2: ATI liason to work with individual faculty in selecting outside materials

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Comments	This is an area of great focus for us in 12/13. With the purchase of a campus site license of Adobe Acrobat we will be rolling out a campaign to work individually with faculty on PDF creation. While meeting with these faculty/departments we will established a line of communication for all areas of ATI assistance.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]	Managed	2008	Yes	Yes	
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]	Established	2007	Yes	Yes	
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Optimizing	2007	Yes	Yes	
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]	Optimizing	2007	Yes	Yes	
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]	Managed	2007	Yes	Yes	
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]	Managed	2010	Yes	Yes	

Area(s) of Requested Collaboration for Supporting Faculty Creation of Accessible IM	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
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8.0 Communication Process and Training Plan

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.	Managed	Accomplishment 1: Began the process of campus ATI plan	Plan 1: "5 clicks plan" Plan 2: Give campus formal contacts for ATI awareness
Comments	As we mentioned in 7.0 we will be rolling out a comprehensive 5 clicks plan for PDF's which will get us more involved in the campus community. From this we can increase ATI awareness while providing resources and training. We should make a huge leap in collaboration amongst ourselves.		

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Managed	2007	Yes	Yes	
8.2 Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability]	Managed	2007	Yes	Yes	
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]	Managed	2007	Yes	Yes	

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Managed	2007	Yes	Yes	
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]	Managed	2007	Yes	Yes	
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]	Managed	2007	Yes	Yes	

Area(s) of Requested Collaboration for Communication Process and Training Plan	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
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9.0 Process Indicators

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.	Managed	Accomplishment 1: Committee has because a hub of information and resources for campus community	Plan 1: Continue to develop plan for self-assessment and tracking progress

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Optimizing	2007	Yes	Yes	
9.2 Campus IMAP committee has suitable authority to ensure effectiveness of IMAP effort as well as to resolve issues and challenges. [Ability]	Optimizing	2007	Yes	Yes	
9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Optimizing	2007	Yes	Yes	
9.4 Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification]	Optimizing	2007	Yes	Yes	

Area(s) of Requested Collaboration for Process Indicators	Indicator Number	Assistance Requested? (Yes/No)	Assistance Offered? (Yes/No)	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

Contributors

This information will be used for follow up questions and collaboration.

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