

Chico State ATI Electronic Content Prioritization Guidelines

The **Accessible Technology Initiative (ATI)** reflects the CSU's ongoing commitment to provide access to information resources and technologies to individuals with disabilities. This commitment is articulated in [Executive Order 926 \(EO 926\)](#), the CSU policy on Disability Support and Accommodations. Per the CSU ATI milestones, all new and existing web or electronic instructional materials need to be accessible by 2012. ATI serves as a roadmap for ensuring accessibility of information technology & resources in accordance with Section 508 & EO 926. The goal for ATI is to provide equally effective access to electronic & information technology regardless of disability. ATI encompasses all aspects of electronic and information technology: development, procurement, maintenance, and use.

The purpose of this document is to provide guidelines for prioritizing Chico State's efforts to meeting the CSU ATI milestones for campus electronic including instructional materials, web content, videos, and other electronic documents and materials.

Electronic Materials

Priority	Description	Instructional?	Author (faculty/staff)	ACTIONS		
				TLP	ARC	User (student, employee, public)
1	A student, who has requested an accommodation or is registered with the ARC, is enrolled in the course. Includes: CSUC produced or non CSUC produced w/permission, student produced videos presented in class, one-time use, or current semester use.	Yes	<ul style="list-style-type: none"> Submit book order according to the published timelines. Purchase captioned videos. Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. Obtain copyright permissions necessary for captioning externally produced videos. 	<ul style="list-style-type: none"> Provide assistance to faculty for remediation of existing instructional materials or creation of replacement instructional materials. Provide captioning for CSUC produced videos. Provide captioning for externally produced videos that have copyright permission. 	<ul style="list-style-type: none"> Provide 504 accommodations including alternate media for textbook and course packet Provide consultation with faculty for meeting anticipated accessibility needs. 	<ul style="list-style-type: none"> Make accommodation request with ARC or the instructor. Address concerns regarding accessibility to ARC.

Priority	Description	Instructional?	ACTIONS			
			Author (faculty/staff)	TLP	ARC	User (student, employee, public)
1	An ARC registered student who has requested accommodation is registered in the course for the following semester.	Yes	<ul style="list-style-type: none"> • Submit book order according to the published timelines. • Purchase captioned videos. • Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. • Obtain copyright permissions necessary for captioning externally produced videos. 	<ul style="list-style-type: none"> • Provide assistance to faculty for remediation of existing instructional materials or creation of replacement instructional materials. • Provide captioning for CSUC produced videos. 	<ul style="list-style-type: none"> • Provide 504 accommodations including alternate media for textbook and course packet • Provide consultation with faculty for meeting anticipated accessibility needs. • Arrange/Provide captioning for externally produced videos that have copyright permission* 	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator
1	Public safety	No	<ul style="list-style-type: none"> • 504 accommodations are included as part of Public Safety emergency operations. 	<ul style="list-style-type: none"> • No action unless otherwise notified 	<ul style="list-style-type: none"> • Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). • Coordinate/provide captioning for CSUC produced videos. • Arrange/Provide captioning for externally produced videos that have copyright permission. 	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator.

Priority	Description	Instructional?	ACTIONS			User (student, employee, public)
			Author (faculty/staff)	TLP	ARC	
1	University wide public information with a time-sensitive factor related to University operations (facilitated by campus leadership)	No	<ul style="list-style-type: none"> • Create electronic material in an accessible manner. • Have access to original content if remediation is needed. • Obtain copyright permissions if remediation is needed. 	<ul style="list-style-type: none"> • No action unless otherwise notified 	<ul style="list-style-type: none"> • Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). • Coordinate/Provide captioning for CSUC produced videos. • Arrange/Provide captioning for externally produced videos that have copyright permission. 	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator
2	Videos for online/hybrid courses (modules, student produced videos) that are for repetitive use.	Yes	<ul style="list-style-type: none"> • Submit book order according to the published timelines. • Purchase captioned videos. • Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. • Obtain copyright permissions necessary for captioning externally produced videos. 	<ul style="list-style-type: none"> • Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). • Provide captioning for CSUC produced videos. 	<ul style="list-style-type: none"> • Arrange /Provide captioning for externally produced videos that have copyright permission. • Provide consultation with faculty for meeting anticipated accessibility needs. 	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator

Priority	Description	Instructional?	ACTIONS			
			Author (faculty/staff)	TLP	ARC	User (student, employee, public)
2	Fully-recorded courses or student-produced videos for repetitive use.	Yes	<ul style="list-style-type: none"> • Submit book order according to the published timelines. • Purchase captioned videos. • Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. • Obtain copyright permissions necessary for captioning externally produced videos. 	<ul style="list-style-type: none"> • Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). • Provide captioning for CSUC produced videos. 	<ul style="list-style-type: none"> • Arrange/Provide captioning for externally produced videos that have copyright permission. • Provide consultation with faculty for meeting anticipated accessibility needs. 	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator
2	University-wide public information/events with ongoing access	No	<ul style="list-style-type: none"> • Create electronic material in an accessible manner. • Have access to original content if remediation is needed. • Obtain copyright permissions if remediation is needed. 	<ul style="list-style-type: none"> • No action unless otherwise noted. 	<ul style="list-style-type: none"> • Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). • Provide captioning for CSUC produced videos. • Arrange/Provide captioning for externally produced videos that have copyright permission. 	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator

Priority	Description	Instructional?	ACTIONS			User (student, employee, public)
			Author (faculty/staff)	TLP	ARC	
3	Core/support/pre-requisite courses associated with a given discipline/major roadmap known to have a ARC registered student who has previously requested accommodations.	Yes	<ul style="list-style-type: none"> Submit book order according to the published timelines. Purchase captioned videos. Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. Obtain copyright permissions necessary for captioning externally produced videos. 	<ul style="list-style-type: none"> Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). Provide captioning for CSUC produced videos. 	<ul style="list-style-type: none"> Provide consultation with faculty for meeting anticipated accessibility needs. Arrange/Provide captioning for externally produced videos that have copyright permission. 	<ul style="list-style-type: none"> Make accommodation request with ARC or the instructor. Direct accessibility concerns to ADA Coordinator
3	<p>University-wide public information/events available for limited time</p> <p>(Note – If at any point in-time, someone requests an accommodation, the associated higher-priority applies. If priority changes, the responsibilities and actions associated with that higher priority applies.)</p>	No	<ul style="list-style-type: none"> Create electronic material in an accessible manner. Have access to original content if remediation is needed. Provide transcripts if captioning is needed. Obtain copyright permissions if remediation is needed. 	<ul style="list-style-type: none"> Provide notification message for anyone to request accommodation if needed. <p>Once notified of request for accessible content:</p> <ul style="list-style-type: none"> Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). Provide captioning for CSUC produced videos. 	<p>Provide captioning for externally produced videos that have copyright permission.</p>	<ul style="list-style-type: none"> Make accommodation request with ARC or the instructor. Direct accessibility concerns to ADA Coordinator

ACTIONS						
Prior ity	Description	Instruc tional?	Author (faculty/staff)	TLP	ARC	User (student, employee, public)
n/a	Student produced video for instructor use only.	Yes			Provide captioning for student produced videos if captioning are required as a reasonable accommodation for instructor.	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator

Priority	Description	Instructional?	ACTIONS			User (student, employee, public)
			Author (faculty/staff)	TLP	ARC	
n/a	<p>One-time use or for current-semester use with no student requesting accommodation</p> <p>(Note – If at any point in-time, someone requests an accommodation, the associated higher-priority applies. If priority changes, the responsibilities and actions associated with that higher priority applies.)</p>	Yes	<ul style="list-style-type: none"> • Authors are encouraged to post notice to users/audience to contact author if they experience accessibility limitations. • Authors need to be aware that they and the university are put at risk for posting inaccessible content. 	<ul style="list-style-type: none"> • Notify authors that content is provided in good-faith and that it is for one-time use. • Notify author of captioning requirements. • Notify authors that the university and the faculty can be at risk for posting inaccessible content. • Monitor to identify content that is experiencing ongoing use and notify authors of their responsibilities and captioning requirements <p>Once notified of request for accessible content:</p> <ul style="list-style-type: none"> • Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). • Provide captioning for CSUC produced videos. • Provide captioning for externally produced videos that have copyright permission. 	No action unless otherwise notified.	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator

Priority	Description	Instructional?	ACTIONS			User (student, employee, public)
			Author (faculty/staff)	TLP	ARC	
n/a	Off-site content (example include YouTube, textbook publishers).	Yes	<ul style="list-style-type: none"> • If off-campus web pages are referenced and are not accessible, alternative content and/or accommodations will be required if the content is related to the learning outcomes of the course. • Authors are encouraged to post notice to users/audience to contact author if they experience accessibility limitations. • Authors need to be aware that they and the university are put at risk for posting inaccessible content and/or using tools that are not supported by the university. 	<ul style="list-style-type: none"> • Notify authors of any known accessibility limitations of the content. • Notify author of captioning requirements. • Notify authors that the university and the faculty can be at risk for posting inaccessible content. 	Provide consultation with faculty for meeting anticipated accessibility needs.	<ul style="list-style-type: none"> • Make accommodation request with ARC or the instructor. • Direct accessibility concerns to ADA Coordinator

Assumptions

- Videos produced by Chico State are stored on the campus video server
- Access to a URL link for the video can be controlled via Blackboard. (Lecture capture systems can automatically add link to Blackboard.)
- ARC develops a list of courses with registered hearing-impaired students. (The list evolves from the pre-registration period through the add/drop period.)

Guidelines & Standards

- Guidelines and standards for specific features and technologies are addressed via the TLP Accessibility web pages as well as detailed in Section 508 provisions.
- Fees for captioning may apply

Resources

- **Accessibility Notice:** The professor should include a notice to students via their syllabus or Blackboard site for students to contact the professor if an accommodation is needed. (Refer to the sample syllabus statement <http://www.csuchico.edu/arc/faculty-for-students/syllabus-statement.shtml>)
- **Accessible Technology Initiative (ATI):** Chico State's ATI program provides various resources to assist faculty with accessibility, universal design, and other best practices. <http://www.csuchico.edu/ires/plans/ati/index.shtml>
- **Technology and Learning Program:** TLP provides one-on-one help and workshops to assist faculty and staff for improving the accessibility of their electronic materials. <http://www.csuchico.edu/tlp/accessibility/index.shtml>
- **Video Captioning:** Video and captioning requests can be submitted to Accessibility Resource Center. Fees for captioning may apply

Definitions

For the purposes of this document, the following definitions are used:

Word/Phrase	Definition
Electronic Materials:	Digital content that can be accessed via an electronic device and/or transmitted over a computer network including documents (e.g., Word), presentations (e.g., PowerPoint), spreadsheets (e.g., Excel), videos, movies, podcasts, animations, web pages, etc.
Instructional Material:	Any electronic material used in the classroom for class instruction in meeting the learning outcomes

	of the course.
Non-instructional materials	Electronic material that is not used in instruction.
Existing Electronic Materials:	Electronic materials created prior to September 2008.
New Electronic Materials	Electronic materials created after September 2008.
Public Safety	Involves the protection of the campus community from danger, injury, damage or harm. This protection is typically provided by emergency service organizations such as campus public safety, emergency preparedness, risk management.
One-time use	Expected to be used for one occurrence and not used again.