

Campus Instructional Materials Annual Accessibility Report for Academic Year 13/14

1. Campus

Campus Name - Required

Chico

2. 1.0 Timely Adoption

Goal 1.0: The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.

1.0 Goal Status - Required

Optimizing

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : increased adoption rates, 5% by due date and 7% by buy back

Accomplishment 2 : Maintained levels through bookstore management change

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : Develop a functional incentive program

Comments

Our bookstore went through a management change this year but we maintained great contact with our resources. This transition was not as difficult as expected and we hope to continue our positive progress.

1.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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			
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			
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			

Collaborating on Goal 1 - Timely Adoption

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				

3. 2.0 Identification of IM for Late-Hire Faculty

Goal 2.0: The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.

2.0 Goal Status - Required

Established

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : Strengthened ties to Academic Departments

Accomplishment 2 : Established a timeline for adopting a "late hire faculty plan"

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : Adopt late hire faculty plan

Comments

The IM committee will be adopting a late hire plan this year. This plan will be posted in the appropriate areas. By doing this we will be able to go into a managed status rather than established.

2.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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	X	X	
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		X	

Collaborating on Goal 2 - Identification of IM for Late-Hire Faculty

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				

4. 3.0 Early Identification of Students with Disabilities

Goal 3.0: 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.

3.0 Goal Status - Required

Optimizing

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : Continued Success

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : maintain high standards

Comments

This is an area of strength for us. We pride ourselves on being involved with students early and provide them the tools to submit alternate media requests promptly. Electronically or in person, requests have gone smoothly and efficiently.

3.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Optimizing	2007			
3.2 Campus has implemented a system to track early registration usage by alternate media-eligible students (to allow media programs sufficient time to produce media and to document student conformance with media submissions procedures). [Measurement]	Optimizing	2009			
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			
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Optimizing	2007			
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			

Collaborating on Goal 3 - Early Identification of Students with Disabilities

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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5. 4.0 Faculty Use of LMS (or non-LMS) Course Websites

Goal 4.0: 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.

4.0 Goal Status - Required

Managed

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : Every university faculty member has automatically been assigned a BB learn
 Accomplishment 2 : TLP has an automatic system in place to reach out to faculty at the beginning of each semester
 Accomplishment 3 : Hired two new staff with strong backgrounds in instructional design

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : Continue to expand workshops to educate the university on BB learn
 Plan 2 : Investigate the idea of working in departments rather than having faculty come to lab

Comments

I believe we collectively have become much more visible within the academic community. This visibility has shed new light on BB learn and we continue to educate the university on its positive tools. With the new faces in TLP comes new ideas on promotion of BB learn which we are very much looking forward to.

4.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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		X	Focused for improvement to formalize a process
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			
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Optimizing	2007			
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			
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			
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]	Established	2009		X	Will develop further

Collaborating on Goal 4 - Faculty Use of LMS (or non-LMS) Course Websites

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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6. 5.0 Accessibility Requirements for Multimedia

Goal 5.0: 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.

5.0 Goal Status - Required

Established

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : Through trainings, over 300 faculty have been put in contact with their librarian for multimedia options

Accomplishment 2 : IM committee adopted captioning guidelines and posted in appropriate areas

Accomplishment 3 : Met with TAPS group in developing their multimedia projects in an accessible way

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : Work on training for faculty in the area of "transcripts"

Comments

By reaching out more and being a part of multiple trainings we are navigating the area of multimedia resources slowly by steadily. We need to again formalize the process we have begun which I am confident we can do. We have worked with the university on providing transcripts to videos and now we need to expand it to faculty.

5.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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		X	implement and formalize requirements
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Defined	2009		X	trainings have been focused in the area of remediation of inaccessible materials
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]	Defined	2009			librarians have taken this on
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			
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			

Collaborating on Goal 5 - Accessibility Requirements for Multimedia

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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7. 6.0 Accessibility Requirements for Curricular Review and Approval

Goal 6.0: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.

6.0 Goal Status - Required

Optimizing

Key Accomplishments 13/14 (Please list 3 to 5)

Key Plans AY 14/15 (Please list 3 to 5)

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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			
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Managed	2008		X	publish standards
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]	Optimizing	2010			We see 100% of course process

Collaborating on Goal 6 - Accessibility Requirements for Curricular Review and Approval

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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8. 7.0 Supporting Faculty Creation of Accessible IM

Goal 7.0: The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.

7.0 Goal Status - Required

Optimizing

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : We reached more faculty this year than any previous years

Accomplishment 2 : We have done more collective trainings this year

Accomplishment 3 : Presented/demonstrated at TAPS and Academy of E-Learning

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : Work with faculty on multimedia materials

Comments

With the new faces in TLP we have continued progress in this area. We are excited to really tackle captioning this year. We have our first major training on Halloween with one a month following.

7.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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		X	formalize and post procedures and responsibilities
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]	Optimizing	2007			5 clicks stickers and shirts, letters to individual from TLP/CELT
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Optimizing	2007			
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			
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). [Ability]	Optimizing	2007			
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			

Collaborating on Goal 7 - Supporting Faculty Creation of Accessible IM

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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9. 8.0 Communication Process and Training Plan

Goal 8.0: The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.

8.0 Goal Status - Required

Optimizing

Key Accomplishments 13/14 (Please list 3 to 5)

- Accomplishment 1 : Advanced web training for websites and materials
- Accomplishment 2 : Establishment of ATI officer for campus accessible technology reviews (VPAT's)
- Accomplishment 3 : Transcript availability on all videos produced by Chico State
- Accomplishment 4 : Been involved in more training and workshops then ever before

Key Plans AY 14/15 (Please list 3 to 5)

- Plan 1 : Take this momentum and continue to put ATI at the forefront
- Plan 2 : Plan events around ATI Areas

Comments

All software purchases no matter the price are being reviewed for accessibility which has increased our visibility. This has enabled us to talk about ATI as a whole and not just specific areas. Our web team has a new member who has really taken accessibility to a new level.

8.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Managed	2007		X	
8.2 Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability]	Optimizing	2007			
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]	Optimizing	2007			
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]	Optimizing	2007			
8.5 Campus tracks participation in and usage of training materials and activities for authoring, conversion, and delivery of accessible curricular materials (e.g. # of workshop attendees, # of users who download templates or watch videos). [Measurement]	Optimizing	2007			TLP has some tracking measures
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		X	

Collaborating on Goal 8 - Communication Process and Training Plan

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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10. 9.0 Process Indicators

Goal 9.0: The campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.

9.0 Goal Status - Required

Optimizing

Key Accomplishments 13/14 (Please list 3 to 5)

Accomplishment 1 : adopted captioning guidelines

Key Plans AY 14/15 (Please list 3 to 5)

Plan 1 : develop and adopt late hire faculty plan

Comments

Continue to meet regularly

9.0 Success Indicators

	Status - Required	Year Started	Worked on in 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
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			
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			
9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Optimizing	2007			
9.4 Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification]	Managed	2007			

Collaborating on Goal 9 - Process Indicators

	9.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				

11. Contributors

Final Comments

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	JEREMY	OLGUIN	COORDINATOR/ARC		
2					
3					
4					
5					

Required - Updated Campus Plan Declaration

Yes

Request for Submission Notification

Please send an email verifying submission of this report to:

Name:

SANDY PARSONS

Email:

SKPARSONS@CSUCHICO.EDU

Request for PDF Copy of This Report

Please send a PDF copy of this report to:

Name:

SANDY PARSONS

Email:

SKPARSONS@CSUCHICO.EDU

Required - This report has been approved by Campus Sponsor:

MIKE SHILLING (BROOK BANKS), DREW CALLENDRELA (SANDY PARSONS)