

Campus Instructional Materials Annual Accessibility Report Academic Year 12/13

Response ID:14; 101572730 Data

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 12/13 (Please list 3 to 5)

Accomplishment 1 : 1 dick adoptions in optimizing status

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

Plan 1 : Tracking system for departmental data

Plan 2 : Increase adoption rates

Comments

We still have some work to do with timely adoption. We were at an average of 15% by due date and 62% by buyback.

1.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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. 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 12/13 (Please list 3 to 5)

Accomplishment 1 : Attended Chairs, Deans and Academic Senate Meetings

Accomplishment 2 : Stenghtened ties to departments

Accomplishment 3 : Used our 5 dicks program to demonstrate the importance of providing materials in a timely manner

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

Plan 1 : Assign and build individual contacts with managers of departments

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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	✓	✓	This years plan is to go into departments and make sure a system is in place
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		✓	By going into departments and confirming a process we can also get statistical data

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 12/13 (Please list 3 to 5)

Accomplishment 1 : 2nd full year of contued success


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

Plan 1 : Continue monitoring

Comments

Measure of Success: Maintained 100%

3.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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			We can track this data by use of adviser and peoplesoft
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				
2				
3				
4				

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 12/13 (Please list 3 to 5)

Accomplishment 1 : TLP has dedicated over 400 hours to IM/Blackboard Learn training for faculty

Accomplishment 2 : A resource for identifying potentially negative LMS add-ons was established

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

Plan 1 : Continue to work on self-assist plans

Comments

Blackboard Learn and collaborate finished their first full year on this campus. Campus rolled out its web app for Blackboard Learn.

4.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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	✓	✓	Through 5 dics and TLP we are reaching this goal
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			Are provided "course evaluator" status in blackboard learn to work with materials
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

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	
1	4.6			I would like to see methods other campus users may be doing
2				
3				
4				
5				

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

Defined

Key Accomplishments 12/13 (Please list 3 to 5)

Accomplishment 1 : Established a process for Multimedia review

Accomplishment 2 : Worked on communication with university library on accessibility



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

Plan 1 : Establish process for prioritizing remediation of multimedia

Plan 2 : Plan 2: Establish ATI contact for departments to review technology purchases

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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			continue developing review process
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Initiated	2009			
5.3 Campus has gathered survey information from media libraries regarding multimedia usage and format types (e.g. most frequently	Initiated	2009			

utilized titles and formats) to aid in tool selection and prioritization decisions. [Measurement]	Initiated	2009			
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	
1	5.2			
2	5.3			
3				
4				
5				

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

Managed

Key Accomplishments 12/13 (Please list 3 to 5)

Accomplishment 1 : ARC has seen any potential changes in curriculum/courses offered

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

Plan 1 : Plan 1: Refine process for tracking measur

Plan 2 : Plan 2: Develop system to track departmental changes in

Comments

Measure of Success: % of New courses that have undergone accessibility review. Goal 75%. Current: ARC has seen and evaluated all new courses

6.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
6.1 Accessibility requirements have been developed and integrated into the academic curriculum review process for new course adoptions and	Optimizing	2008			

existing course reviews. [Commitment]					
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Managed	2008			
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]	Managed	2010			

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

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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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 12/13 (Please list 3 to 5)

Accomplishment 1 : Launched 5 dicks program to great success

Accomplishment 2 : Brought in Librarian resources to assist department faculty in choosing content

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

Plan 1 : Continue reaching faculty through 5 dicks, librarian and TLP resources

Comments

This was our major goal for this year and we did very well. We worked with a large number of faculty both individually and in groups. As 5 dicks progressed and gained steam we brought in TLP and librarian resources to work with materials as well. This was welcomed with excitement about creation of IM.

7.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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			
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]	Managed	2007			Worked on Accessible material certificate

recognition in article or letter of appreciation). [Ability]					and 5 clicks gear
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			We have brought the mentioned tools as well as Adobe document testing to authors
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

Managed

Key Accomplishments 12/13 (Please list 3 to 5)

Accomplishment 1 : 5 dicks program

Accomplishment 2 : Campus now has a better understanding of resources and contacts

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

Plan 1 : Continue awareness campaign in the area of IM and work on Web

Comments

Collaboration was the key word this last year and we look forward to continue the growth. The plan this year is to tackle

some web resources.

8.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Managed	2007	✓	✓	Growing our campaign out of 5 clicks and IM to include all aspects of ATI is a goal
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]	Managed	2007			We can track most of that data
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			

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 12/13 (Please list 3 to 5)

Accomplishment 1 : Member of the IMAP committee got us in front of chairs, deans and academic senate

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

Plan 1 : Plan 1: Continue to develop plan for self assessment and tracking progress

Comments

9.0 Success Indicators

	Status - Required	Year Started	Worked on in 12/13	Will work on in 13/14	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	
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11. Contributors

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Jeremy	Olguin	Assistive Technology Specialist	jdolguin@csuchico.edu	530-898-4863
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3					

4				
5				

Final Comments

We have really turned a corner with ATI awareness and are excited to keep rolling with that momentum.

Required - Updated Campus Plan Declaration

Yes

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Required - This report has been approved by Campus Sponsor:

brooke banks

12. Thank You!

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