

IM CAR AY 14/15

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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : Work on plan to distribute timely adoption data

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 14/15	Will work on in AY 15/16	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]	Managed		X		Policy lives with Michael Krause - AS Bookstore. Also adopted faculty late hire policy. Policy lives in DSS Bay ATI folder
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]	Established				
*1.4 NEW Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM by established campus deadline. [Measurement]	Managed				Data is tracked by AS Bookstore. Data reflects percentage by due date and percentage by buyback.
*1.5 NEW Campus has established a process to distribute performance reports regarding timely adoptions to campus administration at least annually. [Measurement]	Defined			X	

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

Defined

Key Accomplishments 14/15 (Please list 3 to 5)

Accomplishment 1 : Late hire faculty policy

Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : establish process to track data for late hire adoptions

Plan 2 : Establish process for distributing adoption data to departments

Comments

2.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	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]	Established		X		New late hire policy written by Sandy Parsons
*2.3 NEW Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM for late-hire adoptions. [Measurement]	Initiated			X	
*2.4 NEW Campus has established a process to distribute performance reports regarding timely, late-hire adoptions to campus administration at least annually. [Measurement]	Initiated				

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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : Implement System to track early reg and results

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Managed				ARC priority registration accommodation
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]	Established				
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]	Established				Students email class schedules to arcscan@csuchico.edu if they cannot appear in person.
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Managed				Excel tracking sheet living in DSS Scans bay folder
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]	Defined				

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				
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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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : Write and approve formal EEAAP for Blackboard learn

Plan 2 : Process for IM review on LMS

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
*4.1 REVISED Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the posting of instructional materials to a central, electronic location (e.g. LMS, lecture capture system, course website)	Established				
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Established				TLP blog
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]	Managed				High kurzweil usage college. Materials distributed through cloud based version 14
*4.5 REVISED Campus has implemented a procedure that provides alternate media production staff with timely access to instructional materials within the central electronic location. [Ability]	Established				TLP grants access to courses as auditors. Textbooks and larger materials are accessed in Bay-DSS Scans folder
*4.7 NEW Campus has established a process to review vendor documentation and/or conduct product testing to determine the accessibility support provided by the central, electronic location (e.g. LMS, le	Established				ITPR review in Team Dynamix
*4.8 NEW Campus has established a process to periodically request and review updated vendor documentation and/or conduct updated product testing for the central, electronic location. [Measurement]	Established				Re-inspected annually during renewal process
*4.9 NEW Campus has developed an Equally Effective Alternate Access Plan (EEAAP) that addresses how the campus will ensure equal access for individuals with disabilities to IM stored within the central	Defined			X	Formal plan will be written up this year.
*4.10 NEW Campus has established a process to measure the extent to which IM are posted to the central, electronic location. [Measurement]	Initiated			X	

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

Managed

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : establish a process to inventory existing multimedia content including usage data.

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	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]	Managed				Caption policy in place as of last year. Web players go through ITPR
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Established				TLP, CELT and OATS efforts
*5.3 REVISED Campus has established a process to inventory existing multimedia content including usage data. [Measurement]	Initiated			X	
*5.6 NEW Campus has specified staff for addressing the accessibility of existing and planned multimedia content. [Ability]	Established		X		OATS
*5.7 NEW Campus has acquired tools for addressing the accessibility of existing and planned multimedia content. [Ability]	Established				All proper testing tools acquired
*5.8 NEW Campus has established work space for addressing the accessibility of existing and planned multimedia content. [Ability]	Managed				OATS
*5.9 NEW Campus has specified staff to coordinate with post-production captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Managed				OATS and Dboyes/CCarey
*5.10 NEW Campus has specified staff to coordinate with real-time captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Managed				DBoyes/CCarey

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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Plan 1 : establish a process to track courses that have been reviewed/revised for accessibility support.

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
*6.2 REVISED Campus has established accessibility standards or guidelines for selecting, authoring, and procuring curricular materials (e.g. documents, videos, web/mobile applications). E.g., Course Accessibility Checklist. [Commitment]	Established				Course Accessibility Checklist located in DSS Scans Bay folder
*6.4 NEW Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]	Defined		X		Expanding on course match project
*6.5 NEW Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement]	Established				TLP
*6.6 NEW Campus has established a process to track courses that have been reviewed/revised for accessibility support. [Measurement]	Initiated				

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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	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]	Established				(insert policy)
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Established				Accessible template on TLP site and in the process of senate approval
*7.5 REVISED Campus has established a procedure and provided associated tools to allow faculty and/or instructional staff to verify the accessibility of curricular content. [Ability]	Established		X		Acrobat to check PDF accessibility
*7.7 NEW Campus provides access to technology to support faculty creation of accessible instructional materials (e.g. workstations, software, scanners) [Ability]	Managed				TLP labs and demo room
*7.8 NEW Campus provides personnel resources (e.g. instructional designers, lab technicians, and student assistants) necessary to support faculty creation of accessible instructional materials. [Ability]	Managed				TLP has 4 instructional designers and 12 student assistants
*7.9 NEW Campus has established a process to provide digital copies of course readers to alternate media production staff upon request. [Ability]	Established				Scanned at OATS
*7.10 NEW Campus has established a process to provide digital copies of library electronic reserves to alternate media production staff upon request. [Ability]	Established				Forwarded to OATS Through ATC staff in the library

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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Comments

8.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Established				Orientations, CELT and individual/group sessions each semester
*8.3 REVISED 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, procuring, and distributing accessible instructional mater	Established				
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]	Established				Data can be tracked through sign ins
*8.7 NEW Campus provides personnel necessary to support the awareness campaign. [Ability]	Established				OATS/ARC/TLP
*8.8 NEW Campus provides resources necessary to support the development of awareness campaign. [Ability]	Established				Full backing of SA/IRES/CELT
*8.9 NEW Campus provides personnel necessary to support the training activities. [Ability]	Established				
*8.10 NEW Campus provides resources necessary to support the development and delivery of training activities. [Ability]	Established				
*8.11 NEW Campus has integrated accessibility into faculty orientations [Measurement]	Managed				Last couple of years

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

Established

Key Accomplishments 14/15 (Please list 3 to 5)

Key Plans AY 15/16 (Please list 3 to 5)

Comments

9.0 Success Indicators

	Status - Required	Year Started	Worked on in 14/15	Will work on in AY 15/16	Comments
			Yes	Yes	
*9.1 REVISED 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 students. [Commitment]	Established			X	Committee has had all of these stakeholders but is in the process of being revamped due to personnel changes
*9.3 REVISED Campus has established a process to review and revise the campus ATI Instructional Materials plan on an annual basis. [Measurement]	Established				OATS Responsibility

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	Accessible Technology Coordinator	jdolguin@csuchico.edu	530-898-4863
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:

Jeremy Olguin

Email:

jdolguin@csuchico.edu

Request for PDF Copy of This Report

Please send a PDF copy of this report to:

Name:

Jeremy D Olguin

Email:

jdolguin@csuchico.edu

Required - This report has been approved by Campus Sponsor:

Sandy Parsons