

Campus Web Annual Accessibility Report for Academic Year 13/14

1. Campus

Campus Name - Required

Chico

2. 1.0 Web Accessibility Evaluation Process

Goal 1.0: Identify and repair or replace inaccessible websites, web applications, and digital content.

1.0 Goal Status - Required

Established

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

Accomplishment 1 : switched to Compliance Sheriff

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

Plan 1 : start using compliance sheriff

Comments

1.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comm
			Yes	Yes	
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Managed				Dan Meloy
1.2 Inventoried all campus administrative websites.	Optimizing				Compliance Sherriff . https://hosted11.compliancesherif
1.3 Inventoried all administrative websites developed by contract vendors.	Managed				Compliance Sherriff . https://hosted11.compliancesherif
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Managed				Compliance Sherriff . https://hosted11.compliancesherif
1.5 Conducted automated accessibility evaluations on websites and web applications.	Optimizing				Compliance Sherriff . https://hosted11.compliancesherif
1.6 Conducted manual accessibility evaluations on websites and web applications.	Defined				Need to adopt web accessibility requirements. Can we c manually? We must have a separate procedure for auto
1.7 Established a procedure to distribute					

evaluation results to campus members and vendors responsible for website and maintenance.	Managed				https://hosted11.compliancesheriff.net/CSU001h12/logi Accessibility folder on Pixel. When the list of web site up sent to the updater or department head to view the acces
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Managed				Must have to re-run the automated and manual testing a adequate time to fix? https://hosted11.compliancesheriff
1.9 Established a procedure to ensure that campus members involved in maintaining websites and web applications, are familiar with the web accessibility evaluation process.	Established				We mention Compliance Sheriff in training. When report http://www.csuchico.edu/ati/web/site-monitoring.shtml
1.10 Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Optimizing				This is very apparent on this page: https://wiki.csuchico.edu/confluence/display/wdc/Web+H WebAccessibility Advertised in training and follow up em
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Established				Make sure ATI professional development site linked to C

1.12 Conducted manual evaluations on digital content – videos.	Established				Make sure ATI professional development site linked to C
1.13 Conducted manual evaluations on digital content – audios.	Initiated				needs a process
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated				What is this procedure? Something like this? https://wiki page: http://www.csuchico.edu/ati/documents/firstYearR the website and shown in training
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Established				Cascade training. Compliance Sheriff reports will be sen
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Web+H+WebAccessibility
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Access monitoring.shtml

Collaborating on Goal 1 - Web Accessibility Evaluation Process

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
5				

3. 2.0 New Website/Web Application and Digital Content Design and Development Process

Goal 2.0: New website/web application and digital content development complies with all Section 508 accessibility guidelines.

2.0 Goal Status - Required

Established

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

Accomplishment 1 : have updated wcms database with instructions on how to do these things

Accomplishment 2 : incorporated more information in training

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

2.0 Success Indicators

	Status - Required	Year Started			
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Established				http://www.hannonhill.com/kb/System-Preferences/
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Accessib https://wiki.csuchico.edu/confluence/display/atec/Developm
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Accessib https://wiki.csuchico.edu/confluence/display/wdc/Accessib
2.4 Established a procedure to ensure that campus members involved in website design and development know who to	Managed				https://wiki.csuchico.edu/confluence/display/wdc/Web+Hel WebAccessibility https://wiki.csuchico.edu/confluence/disp https://wiki.csuchico.edu/confluence/display/wdc/Accessib

contact for compliance assistance.					
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Initiated				Underestimated progress; TLP and professional developm http://office.microsoft.com/en-us/word-help/creating-acces http://office.microsoft.com/en-us/word-help/check-for-acce CTT=5&origin=HA101999993 http://www.adobe.com/video files.modaldisplay_s_content_s_dotcom_s_en_s_produc compliance-standards.html
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Initiated				https://www.google.com/accessibility/products/ many video http://wac.osu.edu/examples/youtube-player-controls/#syn
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated				Waiting to implement ATI project Need to adopt captioning
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Accessib

Collaborating on Goal 2 - New Website/Web Application and Digital Content Design and Development Process

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
3				
4				
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4. 3.0 Ongoing Monitoring Process

Goal 3.0: Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards.

3.0 Goal Status - Required

Defined

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

Accomplishment 1 : asked the makers of wcms to force accessibility via update or new version

Accomplishment 2 : begin scanning all websites

Accomplishment 3 : posted information on how to make videos accessible

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

Plan 1 : asked the makers of wcms to force accessibility, waiting for their response

Plan 2 : send reports to those that can fix the accessibility problems

Plan 3 : establish a process to remidiate non-accessible sites/content

Comments

3.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comm
			Yes	Yes	
3.1 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Managed				Web Accessibility Team: https://wiki.csuchico.edu/conflu
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Defined				Compliance Sherriff : https://hosted11.compliancesherif guidelines
3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.	Established				Compliance Sherriff Adopt web accessibility guidelines https://wiki.csuchico.edu/confluence/display/wdc/Access https://wiki.csuchico.edu/confluence/display/wdc/Validat Training on Compliance Sherriff in Cascade training
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Web+H https://wiki.csuchico.edu/confluence/di https://wiki.csuchico.edu/confluence/display/wdc/Access

3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Established				Web Accessibility Team Dan Meloy
3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.	Not Started				Underestimating progress- TLP/ARC doing evaluations training on accessibility features of these applications
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Not Started				Adopt web accessibility requirements When uploading v transcripts are added/uploaded
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Not Started				Adopt web accessibility requirements Same as video
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Established				Cascade training https://wiki.csuchico.edu/confluence/d https://wiki.csuchico.edu/confluence/display/wdc/Access
3.10 Established a procedure to ensure that campus members that develop digital content know	Established				Cascade training https://wiki.csuchico.edu/confluence/d

who to contact for compliance assistance.					
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Established				http://www.csuchico.edu/ati/web/site-monitoring.shtml https://wiki.csuchico.edu/confluence/display/wdc/Validat

Collaborating on Goal 3 - Ongoing Monitoring Process

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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5. 4.0 Exemptions and Alternatives Process

Goal 4.0: Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.

4.0 Goal Status - Required

Defined

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

Accomplishment 1 : defined what is exempt and posted to wmcs knowlege base

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

Plan 1 : document what sites/content are non compliant

Comments

4.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Com
			Yes	Yes	
	Established				https://wiki.csuchico.edu/confluence/display/wdc/Notic
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Established				Look in web accessibility plan and wiki re: notice of ac https://wiki.csuchico.edu/confluence/display/wdc/Notic
4.3 Established a procedure to ensure that campus members responsible for website and web application are aware of the process for providing accessible alternate formats.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Textu https://wiki.csuchico.edu/confluence/display/wdc/Acce https://wiki.csuchico.edu/confluence/display/wdc/Multi https://wiki.csuchico.edu/confluence/display/wdc/Text+
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Managed				Web accessibility WIKI has list. https://wiki.csuchico.e https://wiki.csuchico.edu/confluence/display/wdc/Text+
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Initiated				Re-run Compliance Sherriff keep reports from month
4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Initiated				Put in web accessibility plan. https://wiki.csuchico.edu/confluence/display/wdc/Web WebAccessibility
4.7 Documentation					

of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Established				Web accessibility WIKI has list. https://wiki.csuchico.e
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated				Web accessibility WIKI has list. https://wiki.csuchico.edu/confluence/display/wdc/Text+
4.9 Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.	Initiated				https://wiki.csuchico.edu/confluence/display/wdc/Text+
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Initiated				Notify department heads and send them Compliance
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established				Web accessibility WIKI has list. https://wiki.csuchico.e
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Established				https://wiki.csuchico.edu/confluence/display/wdc/Notic https://wiki.csuchico.edu/confluence/display/wdc/Text+

Collaborating on Goal 4 - Exemptions and Alternatives Process

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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6. 5.0 Training Process

Goal 5.0: Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.

5.0 Goal Status - Required

Initiated

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

Accomplishment 1 : incorporated 508 information in training

Accomplishment 2 : developed training plan for users utilizing Lynda.com

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

Plan 1 : refine training. We are coming up with mandatory training videos to watch before users attend formal wcms training

Plan 2 : we are waiting for Lynda.com to refine their training program , so we can implement ours

Comments

5.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
5.1 Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Defined				Web Accessibility Team: https://wiki.csuchico.edu/confluence/display/wdc/Web+A
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Defined				Web Accessibility Team: https://wiki.csuchico.edu/confluence/display/wdc/Web+A
5.3 Established a web based repository for training materials that are available to members of the campus community.	Established				Web Resources Section of Wiki https://wiki.csuchico.edu/confluence/display/wdc/Notice+ http://lynda.com - accessibility videos
5.4 Established and deployed accessible web training program for web developers and designers.	Initiated				https://wiki.csuchico.edu/confluence/display/wdc/Access
5.5 Established and deployed accessible web training program for web content contributors.	Initiated				Cascade Training
5.6 Established and deployed					

accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Initiated				Underestimate progress- TLP site; ATI professional dev to refer back to IMAP Can show accessibility settings for Cascade? https://atecext.csuchico.edu/itss/training/session?ticket=ST-1136257-SxMAHtYmsxkmkYuf4NAf-cas
5.7 Established and deployed accessible web training program for digital content: video publishers.	Initiated				Underestimate progress- TLP site; ATI professional dev to refer back to IMAP https://wiki.csuchico.edu/confluence/display/wdc/Access
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Initiated				Underestimate progress- TLP site; ATI professional dev to refer back to IMAP
5.9 Training is offered on a regular schedule.	Defined				https://atecext.csuchico.edu/itss/training/calendar/index .
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Established				https://atecext.csuchico.edu/itss/training/calendar/index . Meloy
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Managed				https://cas.csuchico.edu/cas/login?service=https://atecext.csuchico.edu/itss/training/session

Collaborating on Goal 5 - Training Process

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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7. 6.0 Communication Process

Goal 6.0: In general the campus community is aware of Section 508 guidelines to make web based information available to everyone (students, staff, faculty and the general public) regardless of disability.

6.0 Goal Status - Required

Initiated

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

Accomplishment 1 : developed an email to send to all web site authors and managers notifying them of the new process

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

Plan 1 : get the names and emails of web authors to plug into Compliance Sheriff

Plan 2 : recieve permission to send the email to all parties involved

Comments

6.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Managed				Dan Meloy
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Initiated				I would like more details We could include in announcements? Campus wide email has been created but not sent
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Initiated				Orientation. Cascade Training https://wiki.csuchico.edu/confluence/display/wdc/Accessibi This link is included in the follow up email to new Cascade trainees
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Initiated				Orientation. Cascade Training https://wiki.csuchico.edu/confluence/display/wdc/Accessibi This link is included in the follow up email to new Cascade trainees
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Initiated				Orientation. Cascade Training https://wiki.csuchico.edu/confluence/display/wdc/Accessibi This link is included in the follow up email to new Cascade trainees

6.6 Documentation of the communication process is archived and can be produced for inspection.	Not Started				
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Collaborating on Goal 6 - Communication Process

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				
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8. 7.0 Administrative Process

Goal 7.0: Campus governance entities are aware of and kept informed about web accessibility.

7.0 Goal Status - Required

Defined

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

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

Plan 1 : would like to send accessibility reports to a public section of the website for viewing by anyone

Comments

7.0 Success Indicators

	Status - Required	Year Started	Worked on in AY 13/14	Will work on in AY 14/15	Comments
			Yes	Yes	
7.1 Developed and published a Web Accessibility Plan.	Established				This document. It will live in the Google Docs for Web S https://drive.google.com/a/mail.csuchico.edu/?usp=sheets_web#my-drive
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Established				That's exactly what I'm doing now. This would change the stipulations of 508 change? I would like to know how to know to revise the plan. (metrics)?
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated				The reports from Sherriff should help for this purpose. errors are reported from Sherriff, we know all these are being referenced adequately. Error reports specific to a department / user may indicate a need for more/re-train https://hosted11.compliancesheriff.net/CSU001h12/log Trying to automate sending of reports to department he
7.4 Established a procedure to document the results of the metrics as applied to the web plan areas and to distribute those results to campus governance entities.	Initiated				I saw a place on the wiki where we show the results of compliance scans. I didn't see this for Sherriff but did f ACCMonitor scanning software. https://hosted11.compliancesheriff.net/CSU001h12/log When available, reports will be posted on the main cam site for review by anyone

Collaborating on Goal 7 - Administrative Process

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

9. Contributors

Final Comments

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Dan	Meloy	Web Services		
2	Jeremy	Olguin	Coordinator/ARC		
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 Responses

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 Calendrella(Sandy Parsons)