

# ATI Web Annual Report AY15/16

## 1. Campus

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### How to Complete and Submit this Report Form

The instructions on THIS page are about how to NAVIGATE the report INTERFACE.

For instructions and worksheets for compiling the report CONTENT:

Go to [ATI Annual Reports Instructions and Worksheets \(opens the Login page in a new window\)](#).

We recommend that you print out the table on page 2 of the Annual Report Instructions document that details the status levels.

**Submission Due Date = November 15, 2016**

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### About the Online Report Form

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You must have JavaScript enabled.

The application displays much better in Firefox or Chrome than in Internet Explorer (IE).

**\*\*NEW This Year\*\* - Requirements from Coded Memo AA-2015-22**

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### Documenting Progress Using the ATI Annual Report

As detailed in the Coded Memo AA 2015-22, when completing this Annual Report:

Report on the status of all Goals and Success Indicators. Consult the status level definitions – each one has a set of criteria that must be met. Campus and Chancellor's Office will provide evidence of Status Levels in their report. Note: Use the REQUIRED Evidence/Comments field provided for each Success Indicator to record your evidence.

Document the commitment to work on specific Success Indicators for the following year.

Submit the Annual Report signed by the ATI Sponsor affirming that the ATI Plan was reviewed and revised and that the Report data is accurate. Note: Textboxes are provided at the end of the Report for these REQUIRED ATI Sponsor affirmations.

### Data Entry

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You can copy and paste from Word documents into the report form.

Next button – Saves any data you have entered on a page and moves you to the next page. Note: To save information you've entered when you can't or don't want to move forward (use Next), use Back (see below).

Back button – Saves data you've entered on a page even if all required fields have not been completed. Note: If you get an "incomplete information" error message that prevents you from using Back, enter dummy information into the required fields and then click Back. The dummy information can be corrected later.

**\*\*Warning: Exiting a page without clicking either Next or Back will cause you to lose any data you've entered on that page.\*\***

Submit button – Cannot be used until the "This report has been approved by:" box has been completed. Once submitted, the report can no longer be accessed.

F5 – Using "F5" to refresh a page takes you back to the first (Campus Name) page.

### Multiple Users

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The report URL must be forwarded to anyone who needs to enter data into this report form.

More than one person can use the report URL, but not at the same time.

Clicking on the URL takes you to the last page on which any previous user entered and saved data.

### Known Accessibility Issues and Workarounds

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Dropdown boxes do NOT have descriptive titles. Table headings suffice to describe dropdown boxes and text fields in the table.

For all tables, JAWS does not detect or read the column headers for the pull-down fields in the first row. Those in subsequent rows are detected and read correctly, as are the Comments fields in all rows. JAWS users should use the Read Cell function (Ctrl+Alt+Number5).

All tables report having twice as many columns as are visually present. For example, JAWS indicates that the Success Indicators table has 12 (not 6) columns.

The column and row headers that together provide the text description for all embedded text fields are unreadable by JAWS unless users use the Read Cell function (Ctrl+Alt+Number5).

Using F5 to refresh a page takes users back to the first (Campus Name) page, but JAWS continues to read the page users were on before they refreshed unless they use the Refresh Virtual Cursor function (Insert+Esc).

Tab order does not mirror visual presentation but the order is logical (e.g., Back follows Next in the tab order though it precedes it visually).

## Assistance

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If you have any questions or concerns regarding this report please contact:

ATI via email at [ati@calstate.edu](mailto:ati@calstate.edu).

Cheryl Pruitt at 562-760-1393.

Campus Name - Required

Chico

## 2. 1.0 Web Accessibility Evaluation Process

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### 1.0 Web Accessibility Evaluation Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

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

**1.0 Goal Status - Required**

Initiated

**Key Accomplishments AY15/16 (Please list 3 to 5)**

Accomplishment 1 : Launched new college/department templates in campus's Cascade CMS.

Accomplishment 3 : Formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps, and digital content to identify, evaluate, and fix accessibility issues.

Accomplishment 4 : Explored options for scanning campus pages for digital content.

Accomplishment 2 : Hired Web Services position responsible for training CMS users in accessibility and following through with mitigation assistance.

**Key Plans AY16/17 (Please list 3 to 5)**

Plan 1 : Begin migration of all Cascade CMS websites into new templates, retraining all users in content accessibility during the process.

Plan 2 : Develop a plan for scanning and remediating non-CMS web apps, websites, and web content including Blackboard LMS and MyWeb (personal websites).

Plan 3 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

**Comments**

**1.0 Success Indicators**

Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
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			AY15/16	AY16/17	
			Yes	Yes	
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Defined		X	X	Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content to identify, evaluate and fix accessibility issues outside of the main CMS. Web Services is leading accessibility efforts for the smaller percentage of sites within the campus CMS.
1.2 Inventoried all campus administrative websites.	Defined		X	X	We can manually pull lists of all sites in our CMS. Lists of sites on our Web server and web apps associated with campus have been created--would have to be manually divided into administrative and other categories.
1.3 Inventoried all administrative websites developed by contract vendors.	Defined		X	X	A master list of web apps associated with campus has been created- would have to be manually divided into contract vendor sites and other categories. Can also access this through procurement records.
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Established		X	X	Cascade websites are scanned on a regular basis using CSU ATI standards with Compliance Sheriff and using, in a limited capacity, WCAG 2.0 with Site Improve.
1.5 Conducted automated accessibility evaluations on websites and web applications.	Defined		X	X	We are conducting evaluations with Compliance Sheriff. SiteImprove scans will be conducted on the websites migrated into the new, more accessible templates within the campus's CMS. Working to broaden the scope of these scans to sites outside of the CMS AND to migrate as many campus sites as possible into the new templates. Tools used: Compliance Sheriff and SiteImprove
1.6 Conducted manual accessibility evaluations on websites and web applications.	Defined		X	X	We are conducting twice-yearly evaluations with Compliance Sheriff on the websites within the campus's CMS. Working to broaden the scope of these scans to sites outside of the CMS AND to migrate as many campus sites as possible into the new templates. Web Services also manually checks campus CMS sites on demand, and created a service ticket for users to request this service.
1.7 Established a procedure to distribute evaluation results to campus members responsible for website and maintenance.	Initiated				Web Services hired a Web Support Lead who will help communicate with campus members about evaluation results and how to fix accessibility problems. As sites are migrated into new templates, content maintainers will receive monthly Site Improve reports about their accessibility compliance and site inventory.
1.8 Established a follow-up procedure					Web Services hired a Web Support Lead who will help communicate with campus

follow-up procedure that tracks remediation or replacement of documented compliance issues.	Initiated		X	X	who will help communicate with campus members about evaluation results and how to fix accessibility problems--figuring out a process for following up with remediation is being discussed. Site Improve is being used to prioritize issues based on page views.
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.	Defined		X	X	Accessibility is part of the required training for CMS users. Web Services is working to migrate as many campus sites as possible into our CMS. Campus is introducing the process to Chico State web application teams through the broader campus committee. Web Services and the Office of Accessible Technology have established a plan for twice-yearly emails through campus announcements and collaborated on a new Content Accessibility service ticket category in the campus's support catalog.
1.10 Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Defined		X	X	An "Accessible Content" category was created in the campus service catalog-- users can create tickets for accessibility consultations, PDF remediation, video captioning, and more.
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Initiated				Web Services hired a Web Support Lead who will help scan digital content in new CMS sites and all sites migrating into our new CMS framework. Content requiring remediation is sent to the Office of Accessible Technology and Services.
1.12 Conducted manual evaluations on digital content – videos.	Initiated				Web Services hired a Web Support Lead who will help scan digital content in new CMS sites and all sites migrating into our new CMS framework. Content requiring remediation is sent to the Office of Accessible Technology and Services.
1.13 Conducted manual evaluations on digital content – audios.	Initiated				Web Services hired a Web Support Lead who will help scan digital content in new CMS sites and all sites migrating into our new CMS framework. Content requiring remediation is sent to the Office of Accessible Technology and Services.
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated				Campus has been testing Site Improve as a way to send user-friendly accessibility reports to campus content producers, and to help them prioritize remediation efforts based on site views, video plays, clicks on pdfs, etc. Web Services hired a Web Support Lead who will help communicate with campus members about evaluation results and how to fix accessibility problems. As sites are migrated into new templates, content maintainers will receive monthly Site Improve reports about their accessibility compliance and site inventory. This is still an ad hoc procedure and in the initial

					ad hoc procedure and in the initial discussion phase.
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Initiated				Accessibility info (including evaluation process) is part of the required training for CMS users. Working to migrate as many campus sites as possible into our CMS. This will be an even bigger part of the training for the new templates launched in 2016.
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Defined				An "Accessible Content" category was created in the campus service catalog-- users can create tickets for accessibility consultations, PDF remediation, video captioning, and more. Web Services and the Office of Accessible Technology have also established a plan for twice-yearly emails through campus announcements. All campus sites within the new CMS framework include a global footer with a way to report an accessibility issue.
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Initiated				Initial phases
1.18 Established a procedure to distribute evaluation results to vendors responsible for website maintenance.	Not Started				Not started.

**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**

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

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

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

### 2.0 Goal Status - Required

Defined

### Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : The Office of Accessible Technology and Services rolled out a free video captioning service for campus.

Accomplishment 2 : Created a new campus header and footer for sites in the Cascade CMS that are accessible and instantly updated on all CMS websites.

Accomplishment 3 : Created a new footer in Blackboard with accessibility message.

### Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

Plan 2 : Develop a plan for scanning and remediating non-CMS web apps, websites, and web content including Blackboard LMS and MyWeb (personal websites) and custom campus built applications

Plan 3 : Create a new web standards guide that includes accessibility best practices, compliance assistance, and processes for granting exemptions.

### Comments

### 2.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Initiated				In 2015, campus rolled out a new home page and secondary pages that were designed with accessibility in mind. In 2016, we will release templates in our CMS for the college/department/admin sites that have accessibility designed in and will begin the process of migrating as many campus sites as possible into these templates. All new or updated custom campus built web applications will be scanned and accessibility issues will be remediated prior to release into production environments.
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Initiated			X	All new or updated custom campus built web applications will be scanned and accessibility issues will be remediated prior to release into production environments. Applications built by the campus will utilize proven patterns and techniques which will utilize campus conformed templates of our designs to ensure accessible coding is standardized and is available during code review processes before going into

					review processes before going into production.
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Initiated				Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content. This body will determine how to proceed with development training.
2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Initiated				Web Services and the Office of Accessible Technology have established a plan for twice-yearly emails through campus announcements. They also collaborated on a new Content Accessibility service ticket category in the campus's support catalog, so campus users can request compliance assistance.
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Initiated				Accessibility is part of the required training for CMS users. PDF and other content remediation is now offered through the Office of Accessible Technology and Services through a service ticket. Web Services implemented a web policy: Web Services cannot upload inaccessible content to any campus website—this includes inaccessible PDFs and Word documents, uncaptioned videos, or graphics with insufficient contrast, among other things. Items posted by Web Services on sites in the CMS are checked and remediated before publishing.
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Initiated				Accessibility is part of the required training for CMS users. Video captioning is now done free on campus through the Office of Accessible Technology and Services through a service ticket. Web Services implemented a web policy: Web Services cannot upload inaccessible content to any campus website—this includes inaccessible PDFs and Word documents, uncaptioned videos, or graphics with insufficient contrast, among other things. Items posted by Web Services on sites in the CMS are checked and remediated before publishing.
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated				Accessibility is part of the required training for CMS users. Audio file remediation is now offered through the Office of Accessible Technology and Services through a service ticket. Web Services implemented a web policy: Web Services cannot upload inaccessible content to any campus website—this includes inaccessible PDFs and Word documents, uncaptioned videos, or graphics with insufficient contrast, among other things. Items posted by Web Services on sites in the CMS are checked and remediated before publishing.
					Faculty Development sends regular

2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Initiated				Faculty Development sends regular messages to faculty about Office of Accessible Technology and Services, video captioning, and who to contact for compliance assistance. Web Services and the Office of Accessible Technology have established a plan for twice-yearly emails through campus announcements. They also collaborated on a new Content Accessibility service ticket category in the campus's support catalog, so campus users can request compliance assistance. Information is also available online at <a href="http://www/oats/index.shtml">http://www/oats/index.shtml</a>
2.9 Assigned responsibility for the New Web Development process to a body (person(s) or business entity).	Established				Campus is in the process of forming a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps, and digital content to identify, evaluate, and fix accessibility issues.

**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				
5				

**4. 3.0 Ongoing Monitoring Process**

**3.0 Ongoing Monitoring Process**

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

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

**3.0 Goal Status - Required**

Initiated

**Key Accomplishments AY15/16 (Please list 3 to 5)**

Accomplishment 1 : Form a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps, and digital content to identify, evaluate, and fix accessibility issues.

Accomplishment 2 : Launch new college/department templates in campus's Cascade CMS.

Accomplishment 3 : Begin migration of content into new templates, retraining all users in accessibility during the process.

Accomplishment 4 : Hire Web Services position responsible for training CMS users in accessibility and following through with mitigation assistance.



### Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

Plan 2 : Begin migration of all Cascade CMS websites into new templates, retraining all users in content accessibility during the process.

Plan 3 : Create a new web standards guide that includes accessibility best practices, compliance assistance, and processes for granting exemptions.

### Comments

### 3.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
3.1 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Defined				Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content to identify, evaluate and fix accessibility issues outside of the main CMS.
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Initiated				Websites in the campus CMS are scanned on a regular basis using CSU ATI standards with Compliance Sheriff and using WCAG 2.0 with Site Improve. Accessibility is part of the required training for CMS users.
3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.	Initiated				Accessibility is part of the required training for CMS users. All content maintainers who transition to the 3.0 framework--which will be all of them, eventually--will receive a monthly accessibility report.
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Initiated				Web Services and the Office of Accessible Technology have established a plan for twice-yearly emails through campus announcements. They also collaborated on a new Content Accessibility service ticket category in the campus's support catalog, so campus users can request compliance assistance.
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Initiated				Web Services regularly scans content within the campus CMS. Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content to identify, evaluate and fix accessibility issues outside of the main CMS.
3.6 Conducted Section 508					Web Services implemented a web policy: Web Services cannot upload inaccessible content to any campus

<p>3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.</p>	<p>Defined</p>				<p>inaccessible content to any campus website—this includes inaccessible PDFs and Word documents, uncaptioned videos, or graphics with insufficient contrast, among other things. Items posted by Web Services on sites in the CMS are checked and remediated before publishing.</p>
<p>3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.</p>	<p>Defined</p>				<p>Web Services implemented a web policy: Web Services cannot upload inaccessible content to any campus website—this includes inaccessible PDFs and Word documents, uncaptioned videos, or graphics with insufficient contrast, among other things. Items posted by Web Services on sites in the CMS are checked and remediated before publishing.</p>
<p>3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.</p>	<p>Defined</p>				<p>Web Services implemented a web policy: Web Services cannot upload inaccessible content to any campus website—this includes inaccessible PDFs and Word documents, uncaptioned videos, or graphics with insufficient contrast, among other things. Items posted by Web Services on sites in the CMS are checked and remediated before publishing.</p>
<p>3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.</p>	<p>Initiated</p>				<p>Accessibility is part of the required training for CMS users. All content maintainers who transition to the 3.0 framework--which will be all of them, eventually--will receive a monthly accessibility report.</p>
<p>3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.</p>	<p>Initiated</p>				<p>Web Services and the Office of Accessible Technology have established a plan for twice-yearly emails through campus announcements. They also collaborated on a new Content Accessibility service ticket category in the campus's support catalog, so campus users can request compliance assistance.</p>
<p>3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.</p>	<p>Defined</p>				<p>Compliance Sheriff and SiteImprove reports.</p>

### Collaborating on Goal 3 - Ongoing Monitoring Process

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

### 5. 4.0 Exemptions and Alternatives Process

## 4.0 Exemptions and Alternatives Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

**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

Initiated

### Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps, and digital content to identify, evaluate, and fix accessibility issues.

Accomplishment 2 : Hired Web Services position responsible for training CMS users in accessibility and following through with mitigation assistance.

Accomplishment 3 : Began migration of noncompliant content into new templates, retraining all users in accessibility during the process.

Accomplishment 4 : Implemented alternative format messaging and accessibility issue reporting links on vendor and non-CMS sites such as Blackboard.

### Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

Plan 2 : Create a new web standards guide that includes accessibility best practices, compliance assistance, and processes for granting exemptions.

Plan 3 : Develop a plan for scanning and remediating non-CMS web apps, websites, and web content including Blackboard LMS and MyWeb (personal websites).

### Comments

### 4.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
4.1 Established a process for granting exemptions.	Initiated				Campus is in the process of forming a new, larger committee with a broader selection of representatives from areas producing CSU web apps and digital content. This committee will be responsible for we approach accessibility exemptions. Old version he

exemptions.					e approach accessibility exemptions. Old version he <a href="https://wiki.csuchico.edu/confluence/display/wdc/Notic">https://wiki.csuchico.edu/confluence/display/wdc/Notic</a>
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Initiated				Web Services is working to create a new web standar accessibility best practices and processes for granting those are established by broader campus representa <a href="https://wiki.csuchico.edu/confluence/display/wdc/Notic">https://wiki.csuchico.edu/confluence/display/wdc/Notic</a>
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.	Initiated				<a href="http://www.csuchico.edu/ati/campus_plans_procedure_accessibility/index.shtml">http://www.csuchico.edu/ati/campus_plans_procedure_accessibility/index.shtml</a>
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated				Campus is working to add accommodation statement report information to all pages with web content, inclu is an ad hoc process.
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Initiated				This is currently an ad hoc procedure.
4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Initiated				Web Services and the Office of Accessible Technolog plan for twice-yearly emails through campus announc collaborated on a new Content Accessibility service ti campus's support catalog, so campus users can requ assistance.
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced	Initiated				List of exemptions on <a href="https://wiki.csuchico.edu/confluence/display/wdc/Notic">https://wiki.csuchico.edu/confluence/display/wdc/Notic</a> needs updating.

can be produced for inspection.					
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated				Process for requesting alternative format is listed on <a href="https://wiki.csuchico.edu/confluence/display/wdc/Notic">https://wiki.csuchico.edu/confluence/display/wdc/Notic</a>
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				Web Services and the Office of Accessible Technolog plan for twice-yearly emails through campus announc collaborated on a new Content Accessibility service ti campus's support catalog, so campus users can requ assistance. Accessibility is part of the required training
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Not Started				No formal procedure
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Initiated				Web Services and the Office of Accessible Technolog plan for twice-yearly emails through campus announc collaborated on a new Content Accessibility service ti campus's support catalog, so campus users can requ assistance. Accessibility is part of the required training
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Not Started				Not Started at this time
4.13 Assigned responsibility for the exemptions process to a body (person(s) or business entity).	Initiated				Campus is in the process of forming a new, larger com selection of representatives from areas producing CS web apps and digital content. This committee will be r we approach accessibility exemptions.

## Collaborating on Goal 4 - Exemptions and Alternatives Process

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

## 6. 5.0 Training Process

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### 5.0 Training Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

**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 AY15/16 (Please list 3 to 5)

Accomplishment 1 : Began migration of content into new templates, retraining all users in accessibility during the process.

Accomplishment 2 : Formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps, and digital content who will train their areas in accessibility.

Accomplishment 3 : Created new training documents including instructions for correctly using alt text, among other accessibility issues.

#### Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

Plan 2 : Create a new web standards guide that includes accessibility best practices, compliance assistance, and processes for granting exemptions.

Plan 3 : Begin migration of all Cascade CMS websites into new templates, retraining all users in content accessibility during the process.

#### Comments

#### 5.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
5.1 Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Initiated				Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content. This body will determine how to proceed with

of business entity).					determine how to proceed with development training.
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Initiated				Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content. This body will determine how to proceed with development training.
5.3 Established a web based repository for training materials that are available to members of the campus community.	Defined				Campus is updating the Wiki training site to reflect current practices. Web Services is developing a Web Standards guide for the new CMS templates that will include additional accessibility training information.
5.4 Established and deployed accessible web training program for web developers and designers.	Not Started				Not started at this time
5.5 Established and deployed accessible web training program for web content contributors.	Defined				Accessibility is part of the required training for CMS users.
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Initiated				Initial discussion, ad-hoc process
5.7 Established and deployed accessible web training program for digital content: video publishers.	Initiated				Initial discussion, ad-hoc process
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Initiated				Initial discussion, ad-hoc process
5.9 Training is offered on a regular schedule.	Defined				Accessibility is part of the required training for CMS users. This training is offered regularly each semester and is available through the campus Development and Training System--along with courses like Accessibility 101.
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Defined				Accessibility is part of the required training for CMS users. This training is offered regularly each semester and is available through the campus Development and Training System--along with courses like Accessibility 101.
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established				Training is available through the campus Development and Training System, which keeps a record of all employee

inspection.

a record of an employee's training.

### Collaborating on Goal 5 - Training Process

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

## 7. 6.0 Communication Process

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### 6.0 Communication Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

**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 AY15/16 (Please list 3 to 5)

Accomplishment 1 : Created a regular campus announcement informing campus community about accessibility efforts.

Accomplishment 2 : Hired Web Services position responsible for revising knowledge base and training materials.

#### Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

Plan 2 : Create a new web standards guide that includes accessibility best practices, compliance assistance, and processes for granting exemptions.

Plan 3 : Begin migration of all Cascade CMS websites into new templates, retraining all users in content accessibility during the process.

#### Comments



## 6.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Initiated				Campus formed a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps and digital content to identify, evaluate and fix accessibility issues outside of the main CMS. This includes communication to the campus and back to individual areas.
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Defined				Web Services and the Office of Accessible Technology have established a plan for regular informational emails through campus announcements. <a href="http://www/ati/resources/announcements.shtml">http://www/ati/resources/announcements.shtml</a>
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Defined				During new faculty orientation the Office of Accessible Technology and Services has 20 minutes with new faculty. During this time 508 guidelines for content are explored and discussed.
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Not Started			X	Not at this time
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started				Not at this time
6.6 Documentation of the communication process is archived and can be produced for inspection.	Initiated				Web Services and the Office of Accessible Technology have established a plan for regular informational emails through campus announcements. These emails are archived in Campus Announcements online for less than a year, but content copies are kept with Web Services. <a href="http://www/ati/resources/announcements.shtml">http://www/ati/resources/announcements.shtml</a>

## Collaborating on Goal 6 - Communication Process

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

### 8. 7.0 Administrative Process

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## 7.0 Administrative Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

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

### 7.0 Goal Status - Required

Defined

### Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Form a new, larger committee with a broader selection of representatives from areas producing CSU, Chico websites, web apps, and digital content who will reach out to campus governance.

Accomplishment 2 : Use new campus committee to implement a Web Accessibility Plan.

### Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Convene new campus committee regularly to direct and evaluate progress in meeting ATI goals.

### Comments

**7.0 Success Indicators**

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
7.1 Developed and published a Web Accessibility Plan.	Defined				<a href="http://www.ati/campus_plans_procedures/reports/inde">http://www.ati/campus_plans_procedures/reports/inde</a>
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Defined				<a href="http://www.ati/campus_plans_procedures/reports/inde">http://www.ati/campus_plans_procedures/reports/inde</a> Completed with annual reports
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Not Started				<a href="http://www.ati/campus_plans_procedures/reports/inde">http://www.ati/campus_plans_procedures/reports/inde</a> Metrics have not been worked on
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.	Not Started				<a href="http://www.ati/campus_plans_procedures/reports/inde">http://www.ati/campus_plans_procedures/reports/inde</a> No metrics to evaluate

**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

Two additional Contributors:  
Tom Rosenow, Director/applications and data systems and  
Andy Miller, Senior Director/enterprise applications

## Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Jeremy	Olguin	OATS/ATI Coordinator		
2	Anna	Harris	Lead,Web Services		
3	Megain	Bleich	ITC, Web Services		
4	David	Rowe	Manager, DLT		
5	Mike	Magrey	Director/CMT		

### Required - Accuracy of Report Data

Sandy Parsons for Drew Calandrella

### Required - Updated Campus Plan Declaration

Sandy Parsons for Drew Calandrella

### Required - ATI Sponsor to receive submission notification and PDF of report responses:

Sandy Parsons

### Required

skparsons@csuchico.edu

**Reminder: Once you click the Submit button, this report can no longer be accessed.**

## 10. Thank You!

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Thank you for completing and submitting your ATI Web Annual Report AY15/16.

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