

ATI Instructional Materials Annual Report AY16/17

Campus

Campus Name - Required

Chico

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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : Completed and posted workflow for students who rent textbooks

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : communication plan for Follett staff

Plan 2 : Distribute data reports to university administrators

Comments

We completed a workflow to show how students who rent textbooks get their materials. Communication needs to be passed to other Follett staff and not just textbook manager.

1.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/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				Procedure(Since 2012) responsibility lives with Michael Krause - Follett Bookstore. 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				Communication about timely adoption of textbooks has grown. ARC, OATS and the Follett bookstore have a unified responsibility to get this information to the campus. Communication in person: New Faculty Orientation, departmental meetings, CELT, e-learning academy. Communication electronic: Blasts from the bookstore to college ASC's, and information on Follett webpage.
1.4 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM by established campus deadline. [Measurement]	Established				Data is tracked by Follett Bookstore(Michael Krause). Data reflects percentage by due date and percentage by buyback.
1.5 Campus has established a process to distribute performance reports regarding timely adoptions to campus administration at least annually. [Measurement]	Initiated			X	Still in the plans

Collaborating on Goal 1 - Timely Adoption

	1.0 Success Indicator Number	Assistance Request	Assistance Offered	Comments
		Yes	Yes	
1				
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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

Initiated

Key Accomplishments AY16/17 (Please list 3 to 5)

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : received and distribute data to university administrators
 Plan 2 : adoption plan for late hire policy

Comments

2.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			es	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 and approved by ATI Steering Committee. Policy has not been adopted by all academic units
2.3 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM for late-hire adoptions. [Measurement]	Not Started			X	We have adoption data but not specifically for late hire. We would need to work with department asc's to get the rest of the required information to make that happen.
2.4 Campus has established a process to distribute performance reports regarding timely, late-hire adoptions to campus administration at least annually. [Measurement]	Not Started				We have not developed a plan to gather the data at this time so therefore we have nothing to distribute.

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

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : Put TeamDynamix Request system into place

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : establish metrics and improve ticket process

Plan 2 : track early registration usage

Comments

TeamDynamix system allows us to receive a tracked ticket to act on. Also allows us to store student schedule as well as receipt an copyright info.

3.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Managed				Priority registration has been in place for many years. Info on the process can be found on ARC website and in paper form in ARC office.
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]	Defined			X	We have the capacity to do this but have not yet formally put it into semester practice. Will work on in 2017-18
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]	Managed		X		Huge accomplishment for us this year. System is in place and decreased our turn-around time. Data can be tracked.
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Managed		X		TeamDynamix tracks turnaround time and when tickets are updated.
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			X	ad hoc practice in place to do this on demand but is not yet part of our semester wrap up process.

Collaborating on Goal 3 - Early Identification of Students with Disabilities

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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 AY16/17 (Please list 3 to 5)

- Accomplishment 1 : Implemented Ally scanning tool
- Accomplishment 2 : Implemented box for quicker access to students materials
- Accomplishment 3 : Became a blackboard admin

Key Plans AY17/18 (Please list 3 to 5)

- Plan 1 : Post Ally scanning reports
- Plan 2 : Distribute IM process results to administrators

Comments

4.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
4.1 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)	Initiated			X	Conversations have begun on promoting the use of blackboard because of our Ally implementation. Formal correspondence will have next year.
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Initiated			X	no formal guidelines exist at this time but a plan is in the works centered around our Ally scanning tool
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		X		multiple ways: Kurzweil cloud, kaltura and now the addition of box.
4.5 Campus has implemented a procedure that provides alternate media production staff with timely access to instructional materials within the central electronic location. [Ability]	Established			X	Oats administrator now has blackboard admin access to retrieve materials.
4.7 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	Managed		X		ITPR process through TeamDynamix. Info on the process can be found on ITSS, ATI, and DLT websites.
4.8 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]	Managed				ITPR process triggers re-review after a year.
4.9 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	Managed				EEAAP plan template is located in box OATS-ATI-EEAAP template. Template continues to be revised as necessary.
4.10 Campus has established a process to measure the extent to which IM are posted to the central, electronic location. [Measurement]	Established			X	We now do this through the Ally scanning tool. We can generate a dashboard that shows us up to date materials in the LMS.

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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5.0 Accessibility Requirements for Multimedia

Goal 5.0: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the adoption process for all multimedia-based instructional resources.

5.0 Goal Status - Required

Established

Key Accomplishments AY16/17 (Please list 3 to 5)

- Accomplishment 1 : Implemented Ally scanning tool (inventory)
- Accomplishment 2 : grew kaltura
- Accomplishment 3 : Worked out new plan for real-time captioning

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : enforce caption policy

Comments

5.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/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]	Defined			X	caption policy exists but is not strictly enforced due to resources. Working on a plan for 2018
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Established				ticket system now available for requests. OATS is the centralized office with responsibility. They can prioritize tickets etc.
5.3 Campus has established a process to inventory existing multimedia content including usage data. [Measurement]	Established				Ally and Kaltura can pull this data
5.6 Campus has specified staff for addressing the accessibility of existing and planned multimedia content. [Ability]	Established			X	OATS has 2 staff and 12 student assistants. Growth may be necessary as content accessibility practices grow.
5.7 Campus has acquired tools for addressing the accessibility of existing and planned multimedia content. [Ability]	Managed				Kaltura and Ally were both acquired over the last 3 years.
5.8 Campus has established work space for addressing the accessibility of existing and planned multimedia content. [Ability]	Defined			X	OATS and TLP will need to continue to growth their relationship in the area.
5.9 Campus has specified staff to coordinate with post-production captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Managed				Specified staff in OATS and our automatic sync vendor. Established over the last 2 years.
5.10 Campus has specified staff to coordinate with real-time captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Established				Automatic sync through zoom

Collaborating on Goal 5 - Accessibility Requirements for Multimedia

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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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

Defined

Key Accomplishments AY16/17 (Please list 3 to 5)

Accomplishment 1 : Implemented ALLY

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Formal training guides

Comments

6.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
6.2 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]	Defined			X	We have checklists and some training materials. We are using ALLY to continue improving this area. Formal materials being developed.
6.4 Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]	Not Started				Not started.
6.5 Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement]	Defined				TLP, QOLT, Academy of E-learning all incorporate accessibility at the time of re-design. Process can be grown but is currently in a limited capacity.
6.6 Campus has established a process to track courses that have been reviewed/revised for accessibility support. [Measurement]	Defined			X	a hidden button on the admin side has been created and classes participating in ALLY pilot can be identified.

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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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 AY16/17 (Please list 3 to 5)

Accomplishment 1 : Implemented ALLY

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Create training materials with examples

Comments

7.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/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]	Initiated				Talks of policy, resolution etc. have not progressed at this time. Making faculty aware of EO 926 is the approach we are currently taking.
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Defined			X	Syllabus templates and examples of PDF with proper structure are on the TLP website. Plans to grow this through training materials are underway.
7.5 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	We have now implemented Ally for faculty to do a basic accessibility check.
7.7 Campus provides access to technology to support faculty creation of accessible instructional materials (e.g. workstations, software, scanners) [Ability]	Managed				OATS and TLP labs, Kaltura and Ally software
7.8 Campus provides personnel resources (e.g. instructional designers, lab technicians, and student assistants) necessary to support faculty creation of accessible instructional materials. [Abilit	Established			X	Currently OATS does the heavy lifting when it comes to accessible content support. A look at resources is needed.
7.9 Campus has established a process to provide digital copies of course readers to alternate media production staff upon request. [Ability]	Initiated				Course readers continue to be scanned by alternate media production staff and are not provided by the departments.
7.10 Campus has established a process to provide digital copies of library electronic reserves to alternate media production staff upon request. [Ability]	Initiated				E-reserves continue to be scanned by oats staff.

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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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

Defined

Key Accomplishments AY16/17 (Please list 3 to 5)

Key Plans AY17/18 (Please list 3 to 5)

Plan 1 : Training materials and examples

Comments

8.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Defined				Not formal but many awareness campaigns around accessibility happen routinely.
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, procuring, and distributing accessible instructional mater	Defined			X	Some materials and many workshops are available. With the addition of ALLY new training guides are being created.
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]	Not Started				Currently not being tracked.
8.7 Campus provides personnel necessary to support the awareness campaign. [Ability]	Defined				a number of support personnel from ARC, OATS, TLP and DLT are made available
8.8 Campus provides resources necessary to support the development of awareness campaign. [Ability]	Defined				Executive support continues to exist.
8.9 Campus provides personnel necessary to support the training activities. [Ability]	Defined				Training is an area that will grow over the next couple of years.
8.10 Campus provides resources necessary to support the development and delivery of training activities. [Ability]	Defined				Training is an area that will grow over the next couple of years.
8.11 Campus has integrated accessibility into faculty orientations [Measurement]	Managed				Since 2012

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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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 AY16/17 (Please list 3 to 5)

Key Plans AY17/18 (Please list 3 to 5)

Comments

9.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY16/17	Will work on in AY17/18	REQUIRED Evidence/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 students. [Commitment]	Established				Committee has all of these stakeholders
9.3 Campus has established a process to review and revise the campus ATI Instructional Materials plan on an annual basis. [Measurement]	Managed				OATS/ATI coordinator responsibility.

Collaborating on Goal 9 - Process Indicators

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

Final Comments and Review Options

Final Comments

We have pulled back and established what we believe is a solid foundation moving forward. Training and education are our biggest goals over the next 3 years.

Opportunity to Review and/or Download Report Responses BEFORE Submission

I would like to review the responses and/or be given the option to "Download PDF Version" of this report before it's submitted.