ATI Web Accessibility Report 12/13

Campus Name: Fresno State

Please refer to the report instructions before completing this form. The instructions were sent as a separate attachment and they are also posted on the ATI Moodle Website .

1.0   Web Accessibility Evaluation Process

Goal	Goal Status	Key Accomplishments	Key Plans
Identify and repair or replace inaccessible websites, web applications, and digital content.	Established	Established Compliance Sheriff testing/reporting for all sites within CMS, additional sites outside CMS. Attended Compliance Sheriff training, planned and scheduled training for other campus departments with web interests (library, auxiliary, etc.) for November 2013.	1. Develop a system to track accessibility tests per site including site owner, test dates, notification of non-compliance, recommended remediation, retest dates and outcomes.
Comments			

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Comments
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Managed	2010	Yes	No	Jason Newsome attended training and is tasked with managing Compliance Sheriff testing/reporting and conducting training for campus entities.
1.2 Inventoried all campus administrative websites.	Managed	2008	No	No	All campus administrative websites have been inventoried. New sites are added to scan list automatically.
1.3 Inventoried all administrative websites developed by contract vendors.	Managed	2010	Yes	Yes	Continue to monitor administrative websites when notified by Procurement that these sites have been contracted out. Test/report on outside sites as requested.
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Established	2010	Yes	Yes	Established twice a year testing schedule.
1.5 . Conducted automated accessibility evaluations on websites and web applications.	Established	2010	No	Yes	On migration and launch, non-asp sites have been evaluated. Technical Services will be notified of Technical Services' responsibility for evaluation.

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Comments
1.6 Conducted manual accessibility evaluations on websites and web applications.	Initiated	2010	No	Yes	
1.7 Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Initiated	2013	Yes	Yes	Not distributing reports at this time as WebComm is making remediation on the sites at this time, due to the central control of the CMS templates. We hope that after procedure is established responsibility for remediating site content will pass to divisions.
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Not started		No	Yes	See 1.7
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.	Initiated	2013	Yes	Yes	Training planned and scheduled for other campus members to learn about testing and reporting. This is scheduled to take place in November 2013
1.10 Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Initiated	2013	Yes	Yes	Training planned and scheduled for other campus members to learn about testing and reporting. This is scheduled to take place in November 2013
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Not started		No	No	Evaluations have not been started. No resources for this level of testing.
1.12 Conducted manual evaluations on digital content: videos.	Not started		No	No	Evaluations have not been started. No resources for this level of testing.
1.13 Conducted manual evaluations on digital content: audios.	Not started		No	No	Evaluations have not been started. No resources for this level of testing.
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Not started		No	No	Evaluations have not been started. No resources for this level of testing.
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Initiated	2013	Yes	Yes	See 1.9

Success Indicator	Status	Year Started	Worked on? (Yes/No)	Will work on? (Yes/No)	Comments
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Initiated	2013	Yes	Yes	This information is delivered within CMS training.
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Initiated	2013	Yes	Yes	Documentation/reports are stored within Compliance Sheriff and previous years are archived, or in the process of being archived and removed from system

Area(s) of Requested Collaboration for Web Accessibility Evaluation Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		No	No	Fresno State already is collaborating through systemwide monthly CSU ATI phone/Webinar conferences.
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		No	No	Fresno State already is collaborating through systemwide monthly CSU ATI phone/Webinar conferences.

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

Goal	Goal Status	Key Accomplishments	Key Plans
New website/web application and digital content development complies with all Section 508 accessibility guidelines.	Established	Process has been established for testing upon launch any new sites that are created within the CMS.	Continue process
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Established	2012	Yes	Yes	Web policy includes accessibility compliance. Web development procedures include testing for accessibility upon launch of new sites.

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Established	2012	Yes	Yes	Web policy includes accessibility compliance. Web development procedures include testing for accessibility upon launch of new sites.
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Established	2012	Yes	Yes	Covered in our CMS training
2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Established	2012	Yes	Yes	Covered in our CMS training
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Not started		No	No	This subcommittee is not working on training or testing of these document types. No resources for this responsibility.
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Not started		No	No	This subcommittee is not working on training or testing of these document types. No resources for this responsibility.
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Not started		No	No	This subcommittee is not working on training or testing of these document types. No resources for this responsibility.
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Established	2012	Yes	Yes	Covered in our CMS training

Area(s) of Requested Collaboration for New Website/Web Application and Digital Content Design and Development Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		No	No	We attended Compliance Sheriff training at East Bay. Very valuable training. Much appreciated.

3.0   Ongoing Monitoring Process

Goal	Goal Status	Key Accomplishments	Key Plans

Goal	Goal Status	Key Accomplishments	Key Plans
Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards	Established	Web Policy was updated and fully approved by President. Testing plan in place for twice a year testing.	On schedule for 2013 to be the first time we test all CMS sites using additional ATI recommended checkpoints. Also 2014 will be first year for twice a year testing.
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
3.1 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Initiated	2013	Yes	No	Jason Newsome attended training and is tasked with managing Compliance Sheriff testing/reporting and conducting training for campus entities.
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Established	2013	Yes	Yes	Established twice a year testing of all CMS sites
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	2013	Yes	Yes	Training for other campus entities for compliance/monitoring training using Compliance Sheriff.
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Initiated	2013	Yes	Yes	Covered in CMS training, and will be covered in Compliance Sheriff training
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity)	Initiated	2013	Yes	No	Jason Newsome attended training and is tasked with managing Compliance Sheriff testing/reporting and conducting training for campus entities.
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		No	No	This subcommittee is not working on training or testing of these document types. No resources for this responsibility.
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Not started		No	No	This subcommittee is not working on training or testing of these document types. No resources for this responsibility.

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Not started		No	No	This subcommittee is not working on training or testing of these document types. No resources for this responsibility.
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Established	2012	Yes	Yes	Covered in our CMS training
3.10 Established a procedure to ensure that campus members that develop digital content know whom to contact for compliance assistance.	Established	2012	Yes	Yes	Covered in our CMS training
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Not Started		No	Yes	This is identified as part of the Compliance Sheriff automated software.

Area(s) of Requested Collaboration for Ongoing Monitoring Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		No	No	

4.0   Exemptions and Alternatives Process

Goal	Goal Status	Key Accomplishments	Key Plans
Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.	Defined	Web Policy that includes this information has been adopted by campus.	1. Develop communication process to ensure content owners and managers campuswide are aware of alternate format statement availability
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
4.1 Established a process for granting exemptions.	Initiated	07/08	No	Yes	Work planned for 2014
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Initiated	07/08	No	Yes	Work planned for 2014
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	07/08	No	Yes	Work planned for 2014
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated	2011	No	No	No sites using alternate format at this time
4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Initiated		No	Yes	Work planned for 2014
4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Initiated	2012	Yes	Yes	Covered in CMS training
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated		No	Yes	Work planned for 2014
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated	2011	No	No	No sites using alternate format at this time
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		No	Yes	Work planned for 2014
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Initiated		No	Yes	Work planned for 2014
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Initiated	2012	Yes	Yes	Covered in CMS training
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated		No	Yes	Work planned for 2014

Select your campus

Area(s) of Requested Collaboration for Exemptions and Alternatives Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		Yes	No	Would like to review the exemptions and alternative process documentation of other campuses

5.0   Training Process

Goal	Goal Status	Key Accomplishments	Key Plans
Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.	Not Started	None	This information is covered in CMS training, but Professional development training does not include CMS training at this time. The Web accessibility sub committee does not currently have this responsibility
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
5.1 Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Initiated	2011	Yes	Yes	Part-time trainer was not renewed. Limited, but consistently offered training is available from WebComm.
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Initiated	2011	Yes	Yes	Covered in CMS training given by Jason Newsome, WebComm
5.3 Established a web based repository for training materials that are available to members of the campus community	Initiated	2012	Yes	No	Our previous part time trainer created video tutorials on CMS use that also include web accessibility tips.
5.4 Established and deployed accessible web training program for web developers and designers.	Initiated	2012	Yes	No	Our previous part time trainer created video tutorials on CMS use that also include web accessibility tips. Videos are captioned
5.5 Established and deployed accessible web training program for web content contributors.	Initiated	2012	Yes	No	Our previous part time trainer created video tutorials on CMS use that also include web accessibility tips. Videos are captioned

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Not Started		No	No	No training resources for these document formats from WebComm
5.7 Established and deployed accessible web training program for digital content: video publishers.	Not Started		No	No	No training resources for these document formats from WebComm
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Not Started		No	No	No training resources for these document formats from WebComm
5.9 Training is offered on a regular schedule.	Initiated	2012	Yes	Yes	Ongoing CMS training, plus weekly drop in Lab is available, and very successful
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Initiated	2012	Yes	Yes	Ongoing CMS training, plus weekly drop in Lab is available, and very successful
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Initiated	2012	Yes	Yes	Ongoing CMS training, plus weekly drop in Lab is available, and very successful. Attendance is documented

Area(s) of Requested Collaboration for the Training Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		No	No	

6.0   Communication Process

Goal	Goal Status	Key Accomplishments	Key Plans
In general the campus community is aware of Section 508 guidelines to make web based information available to everyone (students, staff, faculty & the general public) regardless of disability.	Initiated	Established communication sub committee led by Bruce Whitworth	Disseminate general information about campus ATI efforts • Summarize efforts of sub-committees. Distill Chancellor reports to narrative form for campus distribution. • Develop campus messaging on various Accessibility/ATI topics of interest to the campus community • Develop information "cheat sheets" to be distributed to

Goal	Goal Status	Key Accomplishments		Key Plans
				campus community spotlighting key elements of ATI compliance
Comments				

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Initiated	2012	Yes	Yes	See Bruce's report
6.2 Established an ongoing general campus communication that promotes web accessibility awareness.	Initiated	2012	Yes	Yes	See Bruce's report
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Initiated	2011	Yes	Yes	This is part of new faculty orientation.
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Initiated	2011	No	No	See 6.3, not initiated for staff
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started		No	No	There are no current plans to establish a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.
6.6 Documentation of the communication process is archived and can be produced for inspection.	Not Started		No	Yes	Documentation of the communication process will be archived and will be available for inspection once the procedure is in place.

Area(s) of Requested Collaboration for the Communication Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		No	No	Communication plans are currently under development.

7.0 Administrative Process

Goal	Goal Status	Key Accomplishments	Key Plans
Campus governance entities are aware of and kept informed about web accessibility.	Initiated	See section 6.0 key accomplishments.	1. Establish a communications sub-committee as part of the ATI Steering Committee Disseminate general information about campus accessibility efforts
Comments			

Success Indicator	Status	Year Started	Worked on? Yes/No	Will work on? Yes/No	Comments
7.1 Developed and published a Web Accessibility Plan.	Initiated	2010	Yes	Yes	Developed but not yet published. Will be part of campus Compliance Sheriff training in Nov 2013
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Initiated		No	Yes	See 7.1
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated		No	Yes	See 7.1
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		No	Yes	See 7.1

Area(s) of Requested Collaboration for Administrative Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff		Yes	No	Would like to see other campus' Web Accessibility plans, especially the metrics they have established and how they've established and are tracking them.

Contributors

This information will be used for follow up questions and collaboration.

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