The **Accessible Technology Initiative (ATI)** reflects the CSU’s ongoing commitment to provide access to information resources and technologies to individuals with disabilities. This commitment is articulated in [Executive Order 926 (EO 926)](http://www.calstate.edu/eo/EO-926.html), the CSU policy on Disability Support and Accommodations.

ATI serves as a roadmap for ensuring accessibility of information technology & resources in accordance with Section 508 & EO 926. The goal for ATI is to provide equally effective access to electronic & information technology regardless of disability. ATI encompasses all aspects of electronic and information technology: development, procurement, maintenance, and use.

The purpose of this document is to provide guidelines for prioritizing Cal Poly Pomona’s efforts to meeting the CSU ATI milestones for campus electronic including instructional materials, web content, videos, and other electronic documents and materials.

### Electronic Materials

|  |  |  | **ACTIONS** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Priority** | **Description** | **Instructional?** | **Author (faculty/staff)** | **I&IT** | **DRC** | **User (student, employee, public)** |
| 1 | A student, who has requested an accommodation or is registered with the DRC, is enrolled in the course. Includes: CPP produced or non CPP produced w/permission, student produced videos presented in class, one-time use, or current quarter use. | Yes | * Submit book order according to the published timelines. * Purchase captioned videos. * Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. * Obtain copyright permissions necessary for captioning externally produced videos. | * Provide assistance to faculty for remediation of existing instructional materials or creation of replacement instructional materials. * Provide captioning for CPP produced videos. * Provide captioning for externally produced videos that have copyright permission. | Provide 504 accommodations including alternate media for textbook and course packet | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
| 1 | A DRC registered student who has requested accommodation is registered in the course for the following quarter. | Yes | * Submit book order according to the published timelines. * Purchase captioned videos. * Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. * Obtain copyright permissions necessary for captioning externally produced videos. | * Provide assistance to faculty for remediation of existing instructional materials or creation of replacement instructional materials. * Provide captioning for CPP produced videos. * Provide captioning for externally produced videos that have copyright permission. | Provide 504 accommodations including alternate media for textbook and course packet | * Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu). * Make accommodation request with DRC or the instructor. * Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
| 1 | Public safety | No | 504 accommodations are included as part of Public Safety emergency operations. | * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | * Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu). * Make accommodation request with DRC or the instructor. * Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
| 1 | University wide public information with a time-sensitive factor related to University operations (facilitated by campus leadership) | No | * Create electronic material in an accessible manner. * Have access to original content if remediation is needed. * Obtain copyright permissions if remediation is needed. | * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | * Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu). * Make accommodation request with DRC or the instructor. * Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
|  |  |  |  |  |  |  |
| 2 | Videos for online/hybrid courses (modules, student produced videos) that are for repetitive use. | Yes | * Submit book order according to the published timelines. * Purchase captioned videos. * Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. * Obtain copyright permissions necessary for captioning externally produced videos. | * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
|  |  |  |  |  |  |  |
| 2 | Fully-recorded courses or student-produced videos for repetitive use. | Yes | * Submit book order according to the published timelines. * Purchase captioned videos. * Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. * Obtain copyright permissions necessary for captioning externally produced videos. | * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
| 2 | University-wide public information/events with ongoing access | No | * Create electronic material in an accessible manner. * Have access to original content if remediation is needed. * Obtain copyright permissions if remediation is needed. | * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
|  |  |  |  |  |  |  |
| 3 | Core/support/pre-requisite courses associated with a given discipline/major roadmap known to have a DRC registered student who has previously requested accommodations. | Yes | * Submit book order according to the published timelines. * Purchase captioned videos. * Create instructional materials (Word, PowerPoint, PDF, etc.) accessibly. * Obtain copyright permissions necessary for captioning externally produced videos. | * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | Provide consultation with faculty for meeting anticipated accessibility needs. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
|  |  |  |  |  |  |  |
| 3 | University-wide public information/events available for limited time  (Note – If at any point in-time, someone requests an accommodation, the associated higher-priority applies. If priority changes, the responsibilities and actions associated with that higher priority applies.) | No | * Create electronic material in an accessible manner. * Have access to original content if remediation is needed. * Provide transcripts if captioning is needed. * Obtain copyright permissions if remediation is needed. | * Provide notification message for anyone to request accommodation if needed.   Once notified of request for accessible content:   * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
|  |  |  |  |  |  |  |
| n/a | Student produced video for instructor use only. | Yes |  |  | No action unless otherwise notified. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
| n/a | One-time use or for current-quarter use with no student requesting accommodation  (Note – If at any point in-time, someone requests an accommodation, the associated higher-priority applies. If priority changes, the responsibilities and actions associated with that higher priority applies.) | Yes | * Authors are encouraged to post notice to users/audience to contact author if they experience accessibility limitations. * Authors need to be aware that they and the university are put at risk for posting inaccessible content. | * Notify authors that content is provided in good-faith and that it is for one-time use. * Notify author of captioning requirements. * Notify authors that the university and the faculty can be at risk for posting inaccessible content. * Monitor to identify content that is experiencing ongoing use and notify authors of their responsibilities and captioning requirements   Once notified of request for accessible content:   * Provide assistance for remediation of existing materials or creation of replacement materials (Word, PowerPoint, PDF, etc.). * Provide captioning for CPP produced videos.🟏 * Provide captioning for externally produced videos that have copyright permission.🟏 | No action unless otherwise notified. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
| n/a | Off-site content (example include YouTube, textbook publishers). | Yes | * If off-campus web pages are referenced and are not accessible, alternative content and/or accommodations will be required if the content is related to the learning outcomes of the course. * Authors are encouraged to post notice to users/audience to contact author if they experience accessibility limitations. * Authors need to be aware that they and the university are put at risk for posting inaccessible content and/or using tools that are not supported by the university. | * Notify authors of any known accessibility limitations of the content. * Notify author of captioning requirements. * Notify authors that the university and the faculty can be at risk for posting inaccessible content. | Provide consultation with faculty for meeting anticipated accessibility needs. | Direct accessibility concerns to: [accessibility@cpp.edu](mailto:accessibility@cpp.edu).  Make accommodation request with DRC or the instructor.  Follow grievance guidelines if they feel their needs are not met. <http://dsa.cpp.edu/drc/grievance.asp>. |
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### Assumptions

* Videos produced by Cal Poly Pomona are stored on the campus video server
* Access to a URL link for the video can be controlled via Blackboard. (Lecture capture systems can automatically add link to Blackboard.)
* DRC develops a list of courses with registered hearing-impaired students. (The list evolves from the pre-registration period through the add/drop period.)

### Guidelines & Standards

* Guidelines and standards for specific features and technologies are addressed in the Accessibility Style Guide as well as detailed in Section 508 provisions.
* Fees for captioning may apply for non-instructional content.

### Resources:

* **Accessibility Notice**: The professor should include a notice to students via their syllabus or Blackboard site for students to contact the professor if an accommodation is needed. (Refer to the sample syllabus template at the Faculty Development Center website (<http://www.csupomona.edu/~facultycenter/documents/faculty_resources/syllabus_template.doc>
* **Accessible Technology Initiative (ATI):** Cal Poly Pomona’s ATI program provides one-on-one help and workshops to assist faculty and staff for improving the accessibility of their electronic materials. <http://www.cpp.edu/~accessibility/>
* **Disability Resource Center (DRC) Grievance procedures**: The DRC’s published grievance procedures are located at: <http://dsa.cpp.edu/drc/grievance.asp>
* **Faculty Development Center**: The Faculty Development Center provides various resources to assist faculty with accessibility, universal design, and other best practices. <http://www.csupomona.edu/~facultycenter/facultyResources.shtml>
* **Course Syllabus Template**: The Faculty Development Center website provides a sample syllabus template (<http://www.csupomona.edu/~facultycenter/documents/faculty_resources/syllabus_template.doc>
* **Video Captioning**: Video and captioning requests can be submitted with I&IT Learning: [www.cpp.edu/mediavision/requestservice.shtml](http://www.cpp.edu/mediavision/requestservice.shtml). Fees for captioning may apply for non-instructional content.

### Definitions

For the purposes of this document, the following definitions are used:

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| --- | --- |
| **Word/Phrase** | **Definition** |
| Electronic Materials: | Digital content that can be accessed via an electronic device and/or transmitted over a computer network including documents (e.g., Word), presentations (e.g., PowerPoint), spreadsheets (e.g., Excel), videos, movies, podcasts, animations, web pages, etc. |
| Instructional Material: | Any electronic material used in the classroom for class instruction in meeting the learning outcomes of the course. |
| Non-instructional materials | Electronic material that is not used in instruction. |
| Existing Electronic Materials: | Electronic materials created prior to September 2008. |
| New Electronic Materials | Electronic materials created after September 2008. |
| Public Safety | Involves the [protection](http://encyclopedia.thefreedictionary.com/protection) of the campus community from danger, [injury](http://encyclopedia.thefreedictionary.com/injury), [damage](http://encyclopedia.thefreedictionary.com/damage) or [harm](http://encyclopedia.thefreedictionary.com/harm). This protection is typically provided by [emergency service](http://encyclopedia.thefreedictionary.com/emergency+service) organizations such as campus public safety, emergency preparedness, risk management. |
| One-time use | Expected to be used for one occurrence and not used again. |