

# ATI Instructional Materials Report AY 11/12

## Campus Name:

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 Timely Adoption

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.	Not Started Initiated Defined Established <b>Managed</b> Optimized	<ul style="list-style-type: none"> <li>Reviewed eBook options.</li> <li>Worked with HEOA committee to coordinate communication about textbook orders.</li> </ul>	
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Not Started Initiated Defined <b>Established</b> Managed Optimized		Yes	Yes	<ul style="list-style-type: none"> <li>- Kennel Bookstore continues to accept Standing Orders as a means of increasing timely adoptions</li> <li>- Kennel Bookstore provides adoption information each semester to Academic Senate and ASI President to forward via letter to department chairs and faculty</li> </ul>
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]	Not Started Initiated <b>Defined</b> Established Managed Optimized		No	Yes	- Re-branding of Kennel Bookstore Textbook department to new Course Materials Department, making adoptions of all course materials inclusive to the entire campus.

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
1.3 Campus has developed milestones or specific measures of success for timely adoption compliance (e.g. percentage of timely adoptions) and implemented a system to track these measures. [Measurement]	Not Started Initiated <b>Defined</b> Established Managed Optimized		No	Yes	- The Bookstore will send adoption reports to the Academic Senate and Provost's Office. - For orders in Fall 2012, 46% were on time. As of November 8, 2012, Spring 2013 orders were at the 64% level.

Area(s) of Requested Collaboration for Timely Adoption	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	YES	The IM Committee would like to collaborate with other campuses regarding faculty communication and messaging strategies.
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## 2.0 Identification of IM for Late-Hire Faculty

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.	Not Started <b>Initiated</b> Defined Established Managed Optimized	The ATI met with the Provost's Leadership Team to discuss methodology and strategies. (Compliance Offer Request)	- Run reports of current late-hire adoption rates - Development of specific procedures for tracking - Run reports of late-hire adoptions at semester intervals to track progress - Develop an ad hoc committee of Chairs, Department Administrative Assistants, and representatives from Academic Affairs to review/revise existing policies and create a dissemination plan for late-hire faculty (especially lecturers and Graduate Teaching Associates).
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
2.1 All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability]	Not Started <b>Initiated</b> Defined Established Managed Optimized	2007	YES	YES	- Establish contact with academic personal, HR; establish guidelines for both offices to have contact with Kennel Bookstore - Ad hoc committee of Chairs/DAA's/Academic Personnel will develop policy to enforce accessibility regulations and implement procedures to disseminate policy
2.2 Campus has developed specific measures of success for late-hire faculty (e.g. percentage of late-hire adoptions completed by campus deadline) and implemented a system to track these measures. [Measurement]	Not Started <b>Initiated</b> Defined Established Managed Optimized		YES	YES	- Establish procedures for bookstore tracking of success of late-hire faculty textbook adoptions

Area(s) of Requested Collaboration for Identification of IM for Late-Hire Faculty	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	
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.		NO	NO	

### 3.0 Early Identification of Students with Disabilities

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
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Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
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.	Not Started Initiated Defined Established Managed <b>Optimized</b>	<ul style="list-style-type: none"> <li>➤ SSD will actively participated in Student Affairs Strategic Plans for Outreach, Diversity and Learning Outcomes.</li> <li>➤ SSD worked to identify students participating in new Early Start summer program to assure those needing alternate media and other accommodations were served.</li> <li>➤ SSD will continue to work closely with Outreach services to provide information about SSD services and process for applying for services.</li> <li>➤ SSD redesigned website to be more user friendly for visitors seeking services and how to apply.</li> <li>➤ SSD hosted workshops during DOSA Professional Development days on disability awareness.</li> <li>➤ All SSD staff members participated in NCBI training (diversity related)</li> <li>➤ Alt Media Coordinator developed individual AM profiles for students using alternate media materials. And modified order / production tracking process to streamline process.</li> <li>➤ New Asst. Tech position hired to provide assessment and training of AT software,etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ SSD will participate in similar events as noted in 11-12 on an ongoing basis.</li> <li>➤ SSD will develop a new assessment process for students needed AT services and collaborate with Alt Media for application of same.</li> <li>➤ SSD will continue and expand efforts to collaborate with other campus groups (ALS, TILT, ATI, Kennel Bookstore, etc.) to provide Alt media information and resources to the campus community.</li> </ul>
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Not Started Initiated Defined Established Managed <b>Optimized</b>	10+ Years	YES	YES	All Students who register with SSD office receive priority registration when alternate media is given as an accommodation. SSD accepts requests for alternate media immediately afterwards.

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
3.2 Campus has implemented a system to track early registration usage by alternate media-eligible students (intended to provide alternate media programs with sufficient time to produce alternate media as well as to document student conformance with alternate media submissions procedures). [Measurement]	Not Started Initiated Defined Established <b>Managed</b> Optimized	2008	YES	YES	All alternate media requests (books and other instructional material) are tracked using SAM – Student Accommodation Management System. All data is date-stamped and identified by status as it moves through the production process. Historical data is available to measure the increase in timely production impacted by staffing and work area changes noted above.
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]	Not Started Initiated <b>Defined</b> Established Managed Optimized	2008	YES	YES	The committee will investigate the potential for a process that will allow students to make alternative format requests and link to an accessible form during the registration process through PeopleSoft. Currently SSD website currently includes online forms to be copied and faxed or emailed if desired to the Alternate Media Reading Coordinator at <a href="http://www.csufresno.edu/ssd">www.csufresno.edu/ssd</a> .
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Not Started Initiated Defined <b>Established</b> Managed Optimized	Spring 2011	YES	YES	See 3.2 above. Requests are now tracked on SAM.
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]	Not Started Initiated <b>Defined</b> Established Managed Optimized	2010	YES	YES	Part of People Soft tracking resources

Area(s) of Requested Collaboration for Early Identification of Students with Disabilities	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	

Area(s) of Requested Collaboration for Early Identification of Students with Disabilities	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				

#### 4.0 Faculty Use of LMS (or non-LMS) Course Websites \*

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<p>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.</p> <p>*While it is anticipated that most campuses will use the LMS to meet this goal, other structures (e.g. Web Content Management Systems or other online delivery methods) that provide similar functionality and are accessible, may serve as appropriate equivalents to the LMS.</p>	Not Started Initiated Defined <b>Established</b> Managed Optimized	Continue faculty outreach and training, including Syllabus redesign workshops.	
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
4.1 Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the posting of IM to the campus LMS. [Commitment]	Not Started Initiated Defined <b>Established</b> Managed Optimized	2009	NO	YES	
4.2 Campus has screened its LMS to determine whether it conforms to Section 508 accessibility standards and established a plan to address (or work-around) identified gaps. [Ability]	Not Started Initiated <b>Defined</b> Established Managed Optimized	2010	YES	YES	ATI committee have taken proposal and policy to Provost in request for 508 Compliance officer
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Not Started Initiated <b>Defined</b> Established Managed Optimized	07/08	NO	YES	TILT trains and assists faculty in development and posting of online instructional material.
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]	Not Started Initiated Defined Established Managed <b>Optimized</b>	07/08	NO	YES	When textbooks or instructional materials are formatted in-house by the SSD office, textbooks and materials are emailed to students. If textbooks are requested from publishers, FTP accounts are set up to download textbooks or publishers directly email to the Alternate Media Coordinator.
4.5 Campus has implemented mechanisms to provide alternate media production staff with access to instructional materials on LMS course sites for purposes of evaluating and converting materials. [Ability]	Not Started Initiated <b>Defined</b> Established Managed Optimized		NO	YES	

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
4.6 Campus has established specific measures of success (e.g., number of course sites with posted syllabi) for faculty posting of curricular materials in the campus LMS. [Measurement]	Not Started Initiated <b>Defined</b> Established Managed Optimized		NO	NO	All courses have a shell. There is no way to determine what exactly has been uploaded without actually going into the course which requires permission from the instructor.

Area(s) of Requested Collaboration for Faculty Use of LMS (or non-LMS) Course Websites	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	
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## 5.0 Accessibility Requirements for Multimedia

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
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.	Not Started Initiated Defined <b>Established</b> Managed Optimized	Continued educating faculty on the importance of accessible multimedia, while identifying alternate or innovative solutions to accomplish the task.	
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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]	Not Started <b>Initiated</b> Defined Established Managed Optimized		NO	YES	
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	<b>Not Started</b> Initiated Defined Established Managed Optimized		NO	NO	Not Started
5.3 Campus has gathered survey information from media libraries regarding multimedia usage and format types (e.g. most frequently utilized titles and formats) to aid in tool selection and prioritization decisions. [Measurement]	Not Started Initiated <b>Defined</b> Established Managed Optimized				
5.4 Campus has built capacity (e.g. established practices, specified staff time, budget, tools, and/or work space) necessary to address the accessibility of existing and planned multimedia content and its delivery. [Ability]	Not Started Initiated Defined Established <b>Managed</b> Optimized	2009	YES	YES	TILT has staff and procedures to assist faculty in making multimedia content accessible.
5.5 Campus has established measures of success related to multimedia accessibility (e.g. percent of new materials that are accessible, percent of existing materials that have been remediated). [Measurement]	<b>Not Started</b> Initiated Defined Established Managed Optimized		NO	NO	

Area(s) of Requested Collaboration for Accessibility Requirements for Multimedia	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.				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## 6.0 Accessibility Requirements for Curricular Review and Approval

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.	Not Started <b>Initiated</b> Defined Established Managed Optimized		- Development of process for reviewing new traditional (vs. online) course proposals - Incorporation of accessibility assessment in faculty peer evaluation policy and template
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
6.1 Accessibility requirements have been developed and integrated into the academic curriculum review process for new course adoptions and existing course reviews. [Commitment]	Not Started Initiated Defined <b>Established</b> Managed Optimized	2010	YES	YES	The IM subcommittee will work with the University Curriculum Committee and Personnel Committee to define and establish a process for reviewing accessibility requirements and faculty compliance.
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Not Started Initiated Defined Established <b>Managed</b> Optimized	2010	NO	YES	Development of process for reviewing new traditional (vs. online) course proposals - Incorporation of accessibility assessment in faculty peer evaluation policy and template

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
6.3 Campus has established specific measures of success (e.g., number of courses that have undergone accessibility review) for incorporating accessibility into the curricular review and approval process. [Measurement]	Not Started Initiated <b>Defined</b> Established Managed Optimized		NO	YES	

Area(s) of Requested Collaboration for Accessibility Requirements for Curricular Review and Approval	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	
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## 7.0 Supporting Faculty Creation of Accessible IM

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.	Not Started Initiated <b>Defined</b> Established Managed Optimized	We have procedures and staff to support faculty in selecting, authoring, and delivering accessible instructional materials.	Integration of accessible syllabus template with official university syllabus template - Development of model course with examples of accessible materials on BlackBoard that faculty can consult - Coordinated outreach to faculty (e.g., training at dept. faculty meetings, training of a department point-person for accessibility questions) - Integration of accessibility training with Affordable Learning Solutions activities
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]	Not Started <b>Initiated</b> Defined Established Managed Optimized		NO	YES	The IM subcommittee will work with the University Curriculum Committee and Senate Personnel Committee to develop formal documentation (through Policy, Resolution or Procedure) of the nature of faculty responsibility for selecting and authoring accessible curricular materials.
7.2 Campus has established specific mechanisms to encourage faculty authoring and adoption of accessible instructional materials (e.g. recognition in article or letter of appreciation). [Ability]	Not Started Initiated <b>Defined</b> Established Managed Optimized		YES	YES	TILT provides informal recognition in newsletters, and pays stipends to faculty who redesign their syllabuses and courses.
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Not Started Initiated Defined Established Managed <b>Optimized</b>		YES	YES	Integration of accessible syllabus template with official university syllabus template - Development of model course with examples of accessible materials on BlackBoard that faculty can consult - Coordinated outreach to faculty (e.g., training at dept. faculty meetings, training of a department point-person for accessibility questions) - Integration of accessibility training with Affordable Learning Solutions activities
7.4 Campus has specified technology (e.g. workstations, software, scanners) and personnel resources (e.g. student assistants, lab technicians) necessary to support faculty creation of accessible instructional materials. [Ability]	Not Started Initiated Defined Established <b>Managed</b> Optimized		YES	YES	The IM committee will work with departments to identify the location of resources outside of TILT.  TILT has a faculty resource lab staffed with student assistants who can assist faculty with the creation of accessible materials using the lab resources.
7.5 Campus has implemented mechanisms to provide content distributors with access to tools or practices that allow accessibility testing of curricular materials (e.g. text-to-speech, voice recognition, keyboard-only navigation, Document Map view). [Ability]	<b>Not Started</b> Initiated Defined Established Managed Optimized		NO	NO	

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
7.6 Campus has established specific measures of success for faculty creation of accessible instructional materials (e.g. improving quality of course reader and/or e-reserve material submissions). [Measurement]	Not Started <b>Initiated</b> Defined Established Managed Optimized		NO	YES	Currently ATI members sit on Affordable Learning Solutions Committee and working to establish a workshop in Spring 2013.

Area(s) of Requested Collaboration for Supporting Faculty Creation of Accessible IM	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	YES	AL\$ members met with several different campus on a conference call to see what other campuses are doing (November 2012).
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## 8.0 Communication Process and Training Plan

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.	Not Started Initiated Defined Established <b>Managed</b> Optimized	Senate Chair has continued developing and implementing a communication plan for ATI, universal design and textbook adoption via email and video.	We will continue these efforts.
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Not Started Initiated Defined Established <b>Managed</b> Optimized	2008	YES	YES	<ul style="list-style-type: none"> <li>• Current work is done through the IM Committee.</li> <li>• The President's Committee on Disabilities worked on Accessible Communication review including the redesign of the campus Accessibility website, University Communication policies and campus main website reconstruction project.</li> </ul>
8.2 Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability]	Not Started Initiated Defined <b>Established</b> Managed Optimized	2008	YES	YES	<ul style="list-style-type: none"> <li>• Due to budget reductions, there were no increased of staff last year, but existing staff continued to accept responsibility for the awareness of accessibility.</li> <li>• New staff members were added to the IM Committee.</li> <li>• SSD upgraded assistive technology software in AT lab.</li> </ul>
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, and distributing accessible materials. [Ability]	Not Started Initiated Defined Established Managed Optimized		No	Yes	- Kennel Bookstore will assist ALS with new proposed Technology Fair as ATI, ALS, and HEOA requirements can benefit from an awareness campaign.
8.4 Campus has disseminated training materials for faculty regarding methods to post curricular materials to the campus LMS course site or equivalent (see Section 4). [Ability]	Not Started Initiated Defined Established <b>Managed</b> Optimized		YES	YES	Blackboard Training materials are on the website. In addition, there are specific instructions for uploading an Accessible Syllabus.
8.5 Campus is tracking participation in training activities and usage of training materials for accessible authoring, conversion, and delivery of curricular materials (e.g. number of workshop attendees, number of users who download templates, or watch training videos) . [Measurement]	Not Started Initiated <b>Defined</b> Established Managed Optimized		NO	YES	<ul style="list-style-type: none"> <li>• Usage is tracked for Atomic Learning tutorials. At this time, the number of templates that are downloaded are not tracked. The IM committee is discussing ways to consider authentication.</li> <li>• TILT has been tracking faculty participation in TILT workshops.</li> </ul>

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
8.6 Campus is tracking the effectiveness of training activities and materials for accessible authoring, conversion, and delivery of curricular materials. (e.g., user satisfaction levels, decreased demand for alternate media conversion). [Measurement]	<b>Not Started</b> Initiated Defined Established Managed Optimized		NO	NO	

Area(s) of Requested Collaboration for Communication Process and Training Plan	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.	8.1, 8.3, 8.4	Yes	Yes	The IM Subcommittee would like to collaborate with other campuses regarding faculty communication and messaging strategies.
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## 9.0 Process Indicators

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.	Not Started Initiated <b>Defined</b> Established Managed Optimized		<ul style="list-style-type: none"> <li>Reconstitute committee.</li> <li>IM Committee has established a formal consultative and collaborative relationship with the Office of the Provost and Administrative team.</li> </ul>
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
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 student. [Commitment]	Not Started Initiated Defined <b>Established</b> Managed Optimized		YES	NO	The committee will identify and recruit stakeholders from all key units.
9.2 Campus IMAP committee has suitable authority to ensure effectiveness of IMAP effort as well as to resolve issues and challenges. [Ability]	Not Started Initiated Defined Established <b>Managed</b> Optimized		YES	NO	The ATI initiative is chaired by the Janice Brown Director of SSD (Executive Sponsor Lynette Zelezny)
9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Not Started <b>Initiated</b> Defined Established Managed Optimized		YES	NO	IMAP team members will continue developing this structure.
9.4 Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification]	Not Started <b>Initiated</b> Defined Established Managed Optimized		NO	NO	

Area(s) of Requested Collaboration for Process Indicators	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	IM Committee would appreciate collaboration with other campuses regarding tracking project management.
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff.				

## Contributors

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

Name	Title	Email Address	Phone Number
Kevin J. Ayotte, Ph.D.	Co-Chair, IM Subcommittee Vice-Chair, Academic Senate Associate Professor, Dept. of Communication	<a href="mailto:kjayotte@csufresno.edu">kjayotte@csufresno.edu</a>	559-278-4086
Rima Maldonado	Co-Chair, IM Subcommittee Reading Services/Alt. Media Coordinator: Services for Students with Disabilities	<a href="mailto:rmaldonado@csufresno.edu">rmaldonado@csufresno.edu</a>	559-278-6711
Vang Vang	Library - Instruction and Outreach Services	<a href="mailto:vangv@csufresno.edu">vangv@csufresno.edu</a>	559-278-3037
Dusty Guthier	Assistant Book Department Manager, Kennel Bookstore	<a href="mailto:sguthier@csufresno.edu">sguthier@csufresno.edu</a>	559-278-4282