

Fresno State ATI Campus Plan : Effective July 2012

Overview

The ATI emphasizes the importance of establishing effective processes for tracking and documenting ATI-related campus activity. In order to support campus efforts in this area, the ATI Campus Plan will be used for gathering key data to support effective decision-making and prioritization of activities

Instructions for using the Task Dashboard

1. Indicate the relationship of the task to overall campus ATI efforts
 - a. In the 'Priority Area' column, indicate the ATI priority area associated with this task. The Fresno State ATI Campus Recommendations Matrix (CRM) items have been included as well as specific tasks developed by the individual sub-committees for Instructional materials **(I/M)**, procurement **(PRO)** and Web Accessibility **(WEB)**.
 - b. In the 'Specific Status Indicator(s)' column, list the unique numbers for all Success Indicators associated with this task
2. Briefly summarize the task (what will be done and by whom)
 - a. In the 'Task' column, list the overall goals for this task
 - b. In the 'Milestones/Metrics' column, list the key intermediate steps required to complete this task
 - c. In the 'Assigned to' column, list the groups/individuals that will be involved in the task
 - d. In the 'Deliverables' column, enter the expected outcomes for this task
3. Document priorities/deadlines
 - a. In the 'Priority Level' column, select a priority value
 - b. In the 'Due Date' column, enter the anticipated completion date for the task
4. Maintain current documentation
 - a. In the 'Updates' column, enter key changes in status for the task

2012-2013 Committee Plans (Task Dashboard)

Task #	Priority Area(s)	Specific Status Indicator(s)	Task(s)	Milestones/ Metrics	Assigned to	Deliverable(s): Resources	Priority Level	Due Date	Updates (from Spring 2012)
List the task #	List the priority areas: Web, I/M, Procurement	List all related success indicators	List all goals for this task	List all milestones/metrics for this task	Indicate to whom this task was assigned	List all deliverables for this task	High (1) Medium (2) Low (3)	Indicate when this task is due	Indicate any updates regarding this task (use this for notes on progress, comments from ATI Steering committee, etc.)
1 W/1	WEB	1.4; 1.6	Test and validate all sites moving into the WCMS	Testing Document	Web Communications	Migrated and tested sites list	1	Feb 2014	Ongoing
2 W/2	WEB	1.4;	Develop a strategy for identifying and testing remaining non-WCMS sites	Responsible site managers list development	ATI Web Accessibility Sub-Committee	Initial draft of non-WCMS sites. Initial draft of responsables for non-WCMS sites	2	Sept 2013	
3 W/3	WEB	1.10; 1.15	Develop Web accessibility instructional materials offered via the web or Blackboard	Online training resources to include text and video instruction	Web Communications	Progress records available for review and confirmation	2	Feb 2013	
4 W/4	WEB	1.7; 1.8	Develop system to track accessibility tests per site including site owner, test dates, notification of non-compliance, recommended remediation, retest dates and outcomes. This system should also include automatic reports on a quarterly basis to both departments, related committees and the CO	Define process specifications; confirm campus entity responsible remediation, testing and validation	Web Communications	Define system specifications	2	Sept 2013	

5 W/5	WEB	1.14; 1.16	Develop Web accessibility monitoring program that includes shared responsibility for testing and remediation across campus entities	Responsible site managers list development	Web Communications	Initial draft of program with list of potential responsible entities/individuals	2	Jan 2014	
6 W/6	WEB	1.8	Develop process and documentation for non-WCMS sites to test, and have access to Compliance Sheriff, and report to related committees as needed	Discover and document non-WCMS sites Discover and document non-WCMS site managers	Web Communications	Initial list of excepted non-WCMS sites Initial list of affiliated sites/vendors providing services	2	Sept 2014	
7 IM/1	IM	2.1	The committee will 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).	Development of policy to enforce accessibility regulations Implementation of procedures to disseminate policy - Bookstore tracking of success of late-hire faculty textbook adoptions	- IM Subcommittee - Dept. Chairs & DAAs - Academic Affairs - Academic Senate	- Potential policy changes requiring departments to order textbooks for late-hire faculty	High	- Committee formation: October 2012 - Deadlines for other metrics contingent upon policy approval	Planned for 2011-12 but not implemented

8 IM/2	IM	2.2	- Establish procedures for bookstore tracking of success of late-hire faculty textbook adoptions	- 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	-Academic Personal -Department Chairs -Kennel Bookstore	-Lack of a compliance officer coordinating various groups - Campus staff reductions make implementation of any additional tasks difficult.	Medium	May 2013	No compliance officer has been established
9 IM/3	IM	6.1	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.	- Development of process for reviewing new traditional (vs. online) course proposals - Incorporation of accessibility assessment in faculty peer evaluation policy and template	- University Curriculum Committee - Senate Personnel Committee - IM Subcommittee	- Faculty buy-in -Lack of a compliance officer coordinating various groups - Campus staff reductions make implementation of any additional tasks difficult.	Medium	Proposed process: May 2013 - Deadlines for other metrics contingent upon policy approval	
10 IM/4	IM	7.1	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	- Development of policy proposal regarding faculty responsibilities	- University Curriculum Committee - Senate Personnel Committee - Academic Affairs - IM Subcommittee	- Faculty buy-in - Passage of policy through Academic Senate -Lack of a compliance officer coordinating various groups - Campus staff reductions make implementation of any additional tasks difficult.	Medium	Policy proposed to Academic Senate: May 2013	

11 IM/5	IM	7.2	Develop additional specific mechanisms to encourage faculty authoring and adoption of accessible instructional materials	<ul style="list-style-type: none"> - Compilation of complete list of incentives to faculty for development and utilization of accessible materials - Implementation of incentives - - Development of strategies to encourage faculty to volunteer existing courses for accessibility review 	<ul style="list-style-type: none"> - TILT - Academic Personnel Services - Provost 	<ul style="list-style-type: none"> -Lack of a compliance officer coordinating various groups - Campus staff reductions make implementation of any additional tasks difficult. - Resources for incentives 	Low	May 2013	TILT already provides some recognition through announcement in newsletters, stipends for development and adoption of accessible materials
------------	----	-----	--	---	--	---	-----	----------	---

12 IM/6	IM	7.3	<ul style="list-style-type: none"> - Provide specific guidance for faculty development and implementation of accessible materials 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - TILT - Academic Affairs - Provost 	<ul style="list-style-type: none"> -Lack of a compliance officer coordinating various groups - Campus staff reductions make implementation of any additional tasks difficult. - Resources for incentives 	High	May 2013	<ul style="list-style-type: none"> - TILT offers accessible syllabus template for online and face-to-face course - Samples of accessible materials available now in BlackBoard Faculty Forum

13 PRO /1	Procure	1.4	Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals		Procurement subcommittee	Development of flowchart or other similar documentation that will provide guidance to end-users as to the process that needs to be followed for Section 508 compliance determinations (e.g. cursory evaluations, in-depth, hands-on testing)	High	Spring 2013	
14 PRO /2	Procure	2.3	Documented in writing who is responsible for each component of the accessible procurement process (e.g., Who does the purchase request? Who interacts with the vendor on accessibility questions? Who does the accessibility evaluation of the product?).		Procurement subcommittee	Development of documentation that identifies each of the necessary roles, along with specific staff assigned work in these roles, for the E&IT procurement process	High	Spring 2013	
15 PRO /3	Procure	4.1	Documented a process that outlines when an equally effective access plan is necessary		CO ATI committee, Procurement subcommittee, Procurement Community of Practice	Development of criteria for when and for what risk threshold the campus will perform an in-depth evaluation of accessibility; development of process to document area(s) of partial or non-compliance to 508 standards and documenting how the campus will provide an individual accommodation (e.g. EEAP plan)	High	Spring 2013	.

Notes – linked to applicable Success Indicators in the Notes Column

This section will contain any documentation that explains why a particular high-risk indicator cannot be immediately addressed.

Fresno State ATI Campus Recommendations Matrix (Task Dashboard)

Task #	Priority Area(s)	Specific Status Indicator(s)	Task(s)	Milestones/ Metrics	Assigned to	Deliverable(s): Resources	Priority Level	Due Date	Updates (from Spring 2012)
16 CRM /12	WEB, I/M, PROCUREMENT: From the CRM:		Secure the support and active involvement of all Cabinet members regarding the importance of ATI issues on campus as champions of equal access and universal design for all students, faculty, staff and adm.		SATO, relevant managers, Cabinet members			Begin Summer 2011	Approval given June 2011. Video was show at the campus assembly meeting in Fall 2011. The procurement subcommittee will participate in efforts to inform STLT and other management regarding the importance of ATI issues.
17 CRM /7	WEB, I/M: From the CRM:	WEB: 1.0 through 7.0 I/M: for goals 1.0 through 9.0	Make all materials and communications accessible (face-to-face workshops, on-demand video clips, college based training workshops, web tutorials, office visits and consultations). Work with Technology Services, SSD, HR and TILT. Provide ongoing annual training to campus staff and administrators.		Technology Services SSD HR TILT	Reallocation of personnel for this task		Begin Summer 2011 and ongoing	SSD hosted two Alternate Media Lab Experiences for Student Affairs staff: A hands-on event in the Assistive Technology Lab at SSD (July and October 2011) 16 total participants.

18 CRM/ 5	WEB, I/M: From the CRM	WEB: 1.12, 2.6, 3.7, and 5.7 I/M: for goal 5.0	Support the development of ATI compliant materials in cost- prohibitive categories such as captioning for video and other multi-media Reevaluate and reallocate funding		SATO, TILT, University Communication s, SSD, Library and proposed ADA Accessibility Compliance Officer	Could be significant		Begin Fall 2011	<ul style="list-style-type: none"> • All videos produced by CSALT/TILT are captioned • Discussions to make faculty aware (alternatives include): <ul style="list-style-type: none"> o Recommending where possible, selecting only captioned videos o Pressuring publishers to caption all videos o Asking students to work on transcripts for captioning as an assignment • New faculty orientation includes information on accessibility and Universal Design for Learning. • If digitized videos are captioned, that captioning is digitized by the Resource Center. • All faculty training for online and other programs includes instruction on creating accessible documents and PowerPoints. • Tutorials are available on-demand through Atomic Learning.
19 CRM/ 8	I/M: From the CRM:	WEB: all for goal 5.0, 6.3, all for goal 7.0 I/M: 1.2, and all for goal 8.0 PROCUREMENT: all for goals 5.0 & 6.0	Include UDL and ATI awareness and training (online videos, webinars, workshops) in all new faculty and new staff orientations. Consider including UDL and ATI training for all MPP's (online videos, webinars, workshops).	Need to make significant progress in other areas first (Goals 1.0, 2.0, 3.0 and 4.0) before training can even be developed	Technology Services SSD HR TILT	Reallocation of personnel for this task		Begin Fall 2011	No major activity. Brief ATI presentation at New Faculty Orientation.
20 CRM /11	PROCUREMENT: From the CRM:		Collaborate with the Chancellor's Office to negotiate system wide licenses with ATI vendors.		SATO, ADA Accessibility Compliance Officer, relevant committee chairs (e.g., AIT), Cabinet officers			Begin Fall 2011	Ongoing at CO level.

21 CRM /10	General ATI: From the CRM:		Continue to advocate for additional resources and assistance from the Chancellor's Office ATI efforts. Recommend that the Chancellor's Office ATI unit investigate and apply for federal, state and foundation grants to assist CSU campuses in their ATI efforts.		SATO, ADA Accessibility Compliance Officer, relevant committee chairs (e.g., AIT), Cabinet officers			Ongoing	No activity related to grants, but CSU active in multiple efforts: Refer to CSU-ATI website for details.
22 CRM /4	I/M: From the CRM:	I/M: for goal 8.0	Provide ongoing annual training to faculty in making all instructional materials accessible (face to face workshops, on-demand video clips, college based training workshops, web tutorials, office visits and consultations).		TILT, SSD, Library	Existing personnel costs		Currently ongoing	Since June 2011 TILT website with video tutorials and other resources: http://www.csufresno.edu/tilt/resources/accessibility.shtml Training thru conferences and workshops: Making Your Documents accessible workshops - 9 CDDS - 8 PSM - 7 Individual eScholars - 3 Training through individual consultations with 3 IDs: 30 Individual work with faculty by Angelica: 55
23 CRM /6	General From the CRM:	WEB: for goals 5.0, 6.0 I/M: for goals 8.0 and 9.0 PROCUREMENT: for goal 5.0	Require all MPP's to participate in ATI awareness and training. Require all MPP's to strongly encourage and support ATI awareness and training for staff.	Need to make significant progress in other areas first (Goals 1.0, 2.0, 3.0 and 4.0) before training can even be developed	Content Experts: SSD, TILT, OWS, relevant committees Video Production: University Communication sTraining Coordination: HR	Existing personnel and materials cost		Ongoing as opportunities present. Focused awareness will be thru communications.(JB)	No activity. I would anticipate that the Procurement subcommittee will make progress in the following areas: Goal 1.0 - Procedures Goal 2.0 - Staff / Role Definition Goal 3.0 – Exemptions Goal 4.0 - our campus will likely make the most progress in this goal / area, especially given the campus has at least some experience with testing (the necessary pre-requisite to being able to properly develop any proper EEAP).

24 CRM/ 1	General From the (CRM):	WEB: 2.4, 2.8 3.1, 3.4, 3.5, 3.10, 4.6, 4.11, 6.1 I/M: 4.2, 5.4, 6.1, 6.2, 6.3 PROCUREMENT: All	assign or hire a dedicated ADA Accessibility Compliance Officer : Establish a newly configured Accessibility and Universal Design (AUD) unit		As determined by the Vice President for Administrative Services, in consultation with others as needed	\$52,500-\$77,000 salary range \$30,000 per year for 3 half-time students (e.g., from computer science or engineering). When the Accessible Technology Certificate noted below is approved and implemented, staffing will be supplemented by the student interns from the certificate program.*		As soon as possible.	The cabinet and the President have both expressed support for the recommendations. Still very important to be able to implement a Section 508 program for E&IT procurements (not something that our subcommittee can "work on...")
25 CRM /2	WEB: From the CRM:	WEB: for goals 1.0, 2.0, 3.0, and 4.0	Clarify the roles and responsibilities for campus website ATI <u>compliance</u> and <u>enforcement</u> with University Communications		As determined by the Vice President for Administrative Services and Vice President for Advancement			As soon as possible	
26 CRM /3	I/M: From the CRM:	I/M: for goals 1.0, 2.0, 4.0, 5.0, 6.0, and 7.0	Re: accessible syllabi and course materials Modify the current new course proposal process to include ATI review and approval of syllabi and course materials.		AVP and Dean, Undergraduate Studies SATO and TILT			2012-2013	TILT's review of all online (and hybrid) courses includes an accessible syllabus checklist. All training includes reference to accessibility and training on making documents and PowerPoints accessible.

27 CRM /9	General ATI: From the CRM:		Develop a new certificate program on Accessible Technology, which will include training in accessibility, assistive technology, alternate media development, universal design, legislative issues, testing and evaluation. This certificate will include extensive internship hours in support of on-campus services (e.g., SSD, TILT, etc.).	The Dept of Counseling, Special Ed and Rehab approved of the concept of developing an AT certificate in Spring 2011. Reps from TILT, SSD and the Rehab program developed initial plans.	The Department of Counseling, Special Ed and Rehabilitation, TILT, SSD The proposed AUD unit would be a key resource for collaboration on this project.	Reallocation of personnel for this task		Future	Staffing at RC and budget changes halted process. While postponed, the plan is still feasible and beneficial to campus accessibility
-----------------	---	--	---	--	---	---	--	--------	--

Notes – linked to applicable Success Indicators in the Notes Column

This section will contain any documentation that explains why a particular high-risk indicator cannot be immediately addressed.

ATI Steering Committee Notes

Meeting Dates	Key Decisions	Notes
7-18-2012	Meeting w/ Lynette & Steering Committee	Present Draft Task plan, and ATI Support
9-12-2012	Steering Meeting	Review final task Plan, Nov. reports/ STLT presentation