

Fresno State ATI Campus Plan : Revision Effective July 2012 ; July 2013 – 2014 Update

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

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Task #	Priority Area(s)	Specific Status Indicator(s)	Task(s)	Milestones/ Metrics	Assigned to	Deliverable(s): Resources	Priority Level	Due Date	Updates (from Spring 2013)
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	All migrated sites have been tested. Results are second year (first time after baseline completed by Cher)
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	Developing list of known non-WCMS sites in progress.
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	None at this time	These topics already covered in current WCMS training materials. No additional training materials development possible until trainer is replaced.

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	Jason and I attended Compliance Sheriff training on August 6, 2013 .Now that we have a clearer picture of the functionality, after having real training, we will begin to work on this item.
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	Same as #4
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	Same as #4

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).	<ul style="list-style-type: none"> -Development of policy to enforce accessibility regulations -Implementation of procedures to disseminate policy - Bookstore tracking of success of late-hire faculty textbook adoptions 	<ul style="list-style-type: none"> - IM Subcommittee - Dept. Chairs & DAAs - Academic Affairs - Academic Senate 	<ul style="list-style-type: none"> - Potential policy changes requiring departments to order textbooks for late-hire faculty - Passage of policy through Academic Senate -Faculty buy-in 	1	<ul style="list-style-type: none"> - Draft of revised policy: September 2013 - Submission to Senate Academic Policy & Planning Committee: October 2013 - Timeline for approval by other Senate Committees depends upon individual Committees 	-Working group of IM Subcommittee members and Chairs of relevant Academic Senate Standing Committees has been formed, reviewed existing policies, and identified proposed revisions
8 IM/2	IM	2.2	- Establish procedures for bookstore tracking of success of late-hire faculty textbook adoptions	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> -Academic Personal -Department Chairs -Kennel Bookstore 		2	Ongoing monitoring with review May 2014	Kennel Bookstore has established procedures. The IM Subcommittee will review data provided by current procedures, refine procedures as needed, and communicate data to campus and CSU stakeholders.

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.	<ul style="list-style-type: none"> - Development of process for reviewing new traditional (vs. online) course proposals - Incorporation of accessibility assessment in faculty peer evaluation policy and template 	<ul style="list-style-type: none"> - University Curriculum Committee - Senate Personnel Committee - IM Subcommittee 	<ul style="list-style-type: none"> - Faculty buy-in -Lack of a compliance officer coordinating various groups - Campus staff reductions make implementation of any additional tasks difficult. 	2	<ul style="list-style-type: none"> - Draft of revised policies/procedures: September 2013 - Submission to Senate Academic Policy & Planning Committee: October 2013 - Timeline for approval by other Senate Committees depends upon individual Committees 	While reviewing and proposing revisions of current policies, the IM subcommittee determined that components of review of new traditional course proposals for accessibility and assessment of faculty compliance should be incorporated with proposals for policy changes re: late-hire faculty textbook adoption and a general policy on faculty responsibility for accessible IM so that these items are not considered piecemeal by the Academic Senate.
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	<ul style="list-style-type: none"> - Development of policy proposal regarding faculty responsibilities 	<ul style="list-style-type: none"> - University Curriculum Committee - Senate Personnel Committee - Academic Affairs - IM Subcommittee 	<ul style="list-style-type: none"> - 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. 	1	<ul style="list-style-type: none"> - Draft of revised policy: September 2013 - Submission to Senate Academic Policy & Planning Committee: October 2013 - Approval by other Senate Committees depends upon individual Committees 	-Working group of IM Subcommittee members and Chairs of relevant Academic Senate Standing Committees has been formed, reviewed existing policies, and identified proposed revisions

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"> - Campus staff reductions make implementation of any additional tasks difficult. - Resources for incentives 	3	May 2014	<ul style="list-style-type: none"> -TILT already provides some recognition through announcement in newsletters, stipends for development and adoption of accessible materials - Once policy changes have been finalized, the IM Subcommittee will have a better sense of incentives/resources needed to encourage faculty compliance
2 IM/6	IM	7.3	- 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 	1	<ul style="list-style-type: none"> -Model BlackBoard course: October 2013 - Draft plan for coordinated communication & outreach to faculty: November 2013 - Begin implementation of plan for coordinated communication and outreach to faculty: February 2014 	<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 - Affordable Learning Solutions activities provide information about ATI

13 PRO/ 1	Procure	1.4	Procedures: Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	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)	Procurement subcommittee		1	October 2013	In-Progress: - ATI Evaluation Process Flowchart - ATI Procurement Process Outline (procurements with no bid process)
14 PRO/ 2	Procure	2.3	Staff/Role Definition: 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?).	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	Procurement subcommittee		1	October 2013	New ATI Procurement Program Mgr hired June 2013 – In-Progress: - ATI Roles and Responsibilities
15 PRO/ 3	Procure	4.1	Exemptions: Spring 2013- Document a process that outlines when an equally effective access plan is necessary	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)	CO ATI committee, Procurement subcommittee, Procurement Community of Practice		1	October 2013	In-Progress: - Guidelines for Completion Determination of EEAAP - EEAAP (CSU-Standardized Form)

open	NEW FS Campus COMM Sub- Committee		Summarize efforts of sub-committees. Distill Chancellor reports to narrative form for campus distribution.	Report submitted to Associate Provost for review then distribute to campus	ATI Communications Sub-committee	Final report summary	2	March 2014	New Sub-committee
open	NEW FS Campus COMM Sub- Committee		Develop campus messaging on various Accessibility/ATI topics of interest to the campus community	Develop regular calendar for releasing informational material	ATI Communications Sub-committee	Periodic information releases	2	Begin November 2013	New Sub-committee
open	NEW FS Campus COMM Sub- Committee		Develop information "cheat sheets" to be distributed to campus community spotlighting key elements of ATI compliance	Obtain fixed budget for hard-copy materials Est. \$4,000	ATI Communications Sub-committee	"Cheat sheets" produced and distributed	2	December 2013, depending on budget approval	New Sub-committee

June 2011 Fresno State ATI Campus Recommendations Matrix

These recommendations were made to the cabinet in June 2011 and are now being incorporated into the Fresno State ATI Plan

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, PROCURE MENT: 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	2011-2012 Approval given June 2011. Video was show at the campus assembly meeting in Fall 2011.
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	2012-2013 * New ATI Communications Sub-Committee was approved and is in process of being developed to provide support to all key sub-committees on ATI efforts. (see goals above) 2011-2012 * SSD hosted two Alternate Media Lab Experiences for Student Affairs staff: A hands-on event in the Assistive Technology Lab at SSD 16 total participants.

<p>18 CRM/ 5</p>	<p>WEB, I/M: From the CRM</p>	<p>WEB: 1.12, 2.6, 3.7, and 5.7 I/M: for goal 5.0</p>	<p>Support the development of ATI compliant materials in cost- prohibitive categories such as captioning for video and other multi-media</p> <p>Reevaluate and reallocate funding</p>		<p>SATO, TILT, University Communication s, SSD, Library and proposed ADA Accessibility Compliance Officer</p>	<p>Could be significant</p>		<p>Begin Fall 2011</p>	<p>2012-2013 TILT as been budgeted for and assumed full captioning services for Faculty as part of their services. Summer 2013 VHS removed from classrooms, and TILT offered to faculty opportunity to reformat to DVD with captioning.</p> <p>2011-2012</p> <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.
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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).	Training will be developed following the implementation of new processes and documentation requirements for Goals 1.0, 2.0, 3.0 and 4.0. The campus will use other campuses' existing training materials to help rapidly develop our own.	Technology Services SSD HR TILT	Reallocation of personnel for this task		Begin Fall 2011	2012-2013 2011-2012 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	2012-2013 2011-2012 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 Training Coordination: HR	Existing personnel and materials cost		Ongoing as opportunities present. Focused awareness will be thru communications in 2013-2014(JB)	2012-2013 No activity specific to this goal

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.	2012-2013 The campus recently made an appointment of a new campus ATI Procurement Program Manager which will fill the role as the manager responsible for campus Section 508 compliance matters and program development. Nov. 2012 ATI Steering made presentation to STLT seeking approval for new role June 2011The cabinet and the President have both expressed support for the recommendations.
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	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
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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
7-18-12	Meeting w/ Lynette & Steering Committee	Present Draft Task plan, and ATI Support
9-12-12	Steering Meeting	Review final task Plan, Nov. reports/ STLT presentation
10-3-12	Full ATI Team Meeting	Nov. reporting charge
10-12-12	Steering Meeting	Final discussion for STLT presentation for Sec 508 Coord.
11-5-12	Presentation to STLT	Proposed new role and policy update
11-30-12	Full ATI Team Meeting	Final 11-12 reports and discussion.
1-24-13	Steering Meeting	New Section 508 policy review
2-12-13	Steering members meet with Provost Dr. Covino	Discuss Nov. STLT recommendations-awaiting response ; Following meeting worked with IT and PCHRE to incl Section 508 language in new strategic plans.
3-20-13	Full ATI Team Meeting	Task Plan Update and update on pending policy / position
3-20-13	Steering Meeting (Prior to Full meeting)	Update Steering on same.
4-5-13	Steering Meeting	Policy review and feedback
5-6-13	Presentation to AIT	Steering members presented ATI update to academic team.
5-29-13	Steering Meeting	Review policy recommendations to STLT, System Wide results from 11-12, discuss task plan update for 12-13
June 2013	Campus hired ATI Procurement Program manager to support Section 508 efforts	New role will revise and further develop policy and procedures for compliance.
Summer 2013	Steering Team and committees worked on review and updates to Campus Plan	
9/9/13	Steering Meeting to finalize Campus Plan for 2013-2014	

