

ATI Instructional Materials Report AY 10/11

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 10/11	Key Plans 11/12
The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.	Not Started Initiated Defined Established Managed Optimized	<ul style="list-style-type: none"> ➤ Video production with IM committee and Instructional Technology regarding accessibility, textbook affordability and universal design shown at Fall Faculty Assembly and emailed to faculty. ➤ Reviewed eBook options. ➤ Worked with HEOA committee to coordinate communication about textbook orders. 	Continue refining messaging from IM committee to campus.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Established Managed Optimized		Yes	Yes	<ul style="list-style-type: none"> ➤ Academic Policy Manual 3.37 requires on-time ordering of instructional materials. ➤ The Kennel Bookstore accepts standing orders, reducing the number of late textbook orders. ➤ A committee is examining HEOA requirements that will facilitate ordering required by ATI.
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 Defined Established Managed Optimized		No	No	For orders in Fall 2011, 45% were on time. As of November 8, 2011, Spring 2012 orders were at the 60% level.

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Defined Established Managed Optimized		Yes	No	The bookstore regularly reports the percentage of on time orders to the Provost's Leadership Team and IM Committee. Reports made prior to the adoption deadline allow Deans to work with departments to encourage on-time adoption.

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 10/11	Key Plans 11/12
The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.	Not Started Initiated Defined Established Managed Optimized	IM committee has identified structural benchmarks.	The IM will meet with the Provost's Leadership Team to discuss methodology and strategies.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Initiated Defined Established Managed Optimized	2007	No	Yes	The committee will develop an ad hoc committee of Chairs and Departmental Assistants for the review of existing policies to create a dissemination plan designed for a March 2012 launch.
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 Initiated Defined Established Managed Optimized		No	Yes	The IM committee will develop strategies with bookstore staff.

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.				

3.0 Early Identification of Students with Disabilities

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
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Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
<p>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.</p>	<p>Not Started Initiated Defined Established Managed Optimized</p>	<ul style="list-style-type: none"> ➤ SSD staff presented outreach efforts to Fresno County, Sanger and Clovis school districts in collaboration with Outreach services. ➤ SSD has been focused on participation at all potential events, on and off campus, where our services and information can be shared. This past year we have participated in: Dog Days, Preview Day, Safari, Veterans Welcome Event, Parents Association, Accessibility Awareness Fair, Fresno City College, Disability Awareness fairs at Fresno City College, COS and Reedley College, Veterans Welcome event as well as classroom presentations. ➤ Services for Students with Disabilities (SSD) staff members presented training to various groups on campus including Athletic dept., multiple Student Affairs groups, and faculty by request (Spec.Ed Counseling, Health, Rehab Counseling, Am Humanics, Education, Social Work, Arts & Humanities and others on-on-one, through SSD staff liaisons. Training included basic information on services and how to do a referral to SSD. ➤ SSD Liaisons to Colleges continued to meet with all College Deans, Asst. Deans, and Chairs. They are available as SSD resource for academic staff. ➤ In 2010-2011, 185 new students established services with SSD, bringing total active students to 581, our largest ever. An additional 91 temporary students were served during this time. ➤ The Testing/Reading (Alt. Media) services role was split to support a fulltime Alt Media Coordinator. ➤ Two additional student assistant staff members were added to the Alternate media production team. ➤ Alternate media production work area was completed to streamline the process and allow for more efficiency. ➤ 2010-2011 - SSD received 791 requests for alternate format of classroom materials. That is 33% more than the total requests received for the 09-10 year. 	<ul style="list-style-type: none"> ➤ SSD will participate in similar events as noted in 10-11 on an ongoing basis. ➤ SSD will actively participate in Student Affairs Strategic Plans for Outreach, Diversity and Learning Outcomes. ➤ SSD will work with dean of Undergraduate Studies to identify students participating in new Early Start summer program to assure those needing alternate media and other accommodations are served. ➤ SSD will continue to work closely with Outreach services and directly with feeder school districts to provide information about SSD services and process for applying for services. ➤ SSD will redesign website to be more user friendly for visitors seeking services and how to apply. ➤ SSD will host workshops during DOSA Professional Development days to assist staff members with information on awareness and referral process when students are identified who may need SSD services. ➤ SSD staff members will actively participate in diversity related activities to promote understanding of those with ability/disability and services offered on campus. ➤ Alt Media Coordinator is developing individual AM profiles for students using alternate media materials, to support individual needs and increase processing of requests. ➤ Alt Media Coordinator is working with SAM Data base representatives to modify order / production tracking process to streamline process and further reduce processing time.
<p>Comments</p>			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Optimized	9+ years	Yes	Yes	All Students who register with SSD office receive priority registration. SSD accepts requests for alternate media immediately afterwards.
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 Managed 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 Defined Established Managed Optimized	2008	Yes	yes	2011-2012 Goal: 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. The SSD website currently includes online forms to be copied and faxed if desired at www.csufresno.edu/ssd
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Not Started Initiated Defined Established Managed Optimized	Spring 2011	Yes	Yes	See 3.2 above. Requests are now tracked on SAM, and further reporting and setting of new standards is a 2011-2012 goal.
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 Defined Established Managed Optimized	2010	Yes	Yes	<ul style="list-style-type: none"> ➤ New adjustments to SSD personal data base system are now being tracked. The data showed that 69% of eligible students had registered by the second day of registration for Spring 2012 classes (utilizing their priority registration). No previous historical data is available. ➤ 2011-2012 Goal: The committee will work with the Office of Institutional Effectiveness to define measures of success, identify ways to track processes and create a format for evaluating data.

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	
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 10/11	Key Plans 11/12
<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>	<p>Not Started Initiated Defined Established Managed Optimized</p>	<ul style="list-style-type: none"> ➤ Adopted a formal policy requiring all course syllabi to be available within the LMS. ➤ Developed an accessible syllabus template to be used for online and face to face courses. ➤ Hosted a syllabus redesign conference that focused on creating accessible course syllabi attended by 58 faculty. ➤ Instituted a teaching online program for faculty who are developing online courses. 	<p>Continue faculty outreach and training, including Syllabus redesign workshops.</p>
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Established Managed Optimized	2009	Yes	No	
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 Defined Established Managed Optimized	2010	Yes	No	We rely on the chancellor's office evaluation of Bb for accessibility.
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Not Started Initiated Defined Established Managed Optimized	07/08	Yes	No	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 Optimized	07/08	Yes	No	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 Defined Established Managed Optimized		Yes	No	Faculty members control access to their course materials and may request a review. If a student is enrolled in SSD office and is accommodated with alternate media services, SSD staff will request materials from student or faculty member to format and make documents accessible.

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Defined Established Managed Optimized		Yes	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 10/11	Key Plans 11/12
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 Established Managed Optimized	ATI IM committee produced a video on universal design, tips on making materials accessible and insights from a student with a vision impairment experiences in a college setting.	Continue educating faculty on the importance of accessible multimedia, while identifying alternate or innovative solutions to accomplish the task.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Initiated Defined Established Managed Optimized		Yes	No	We strongly urge faculty to caption instructional videos that are uploaded to the campus streaming services. TILT's streaming media system uses an accessible player.
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Not Started 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 Defined Established Managed Optimized		Yes	No	A list of the most frequently used titles and formats have been provided by the library. Fewer than 14 of titles used more than 20 times per year still require captioning.
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 Managed 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]	Not Started 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

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.		No	No	
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 10/11	Key Plans 11/12
The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.	Not Started Initiated Defined Established Managed Optimized	The IM Chair reviewed existing policies.	The IM Committee will consult with the Academic Senate Curriculum Committee to develop policy ensuring accessibility requirement are met in all courses.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Established Managed Optimized	2010	Yes	Yes	The committee will work with the University Curriculum Committee to define and establish a process for reviewing accessibility requirements.
6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment]	Not Started Initiated Defined Established Managed Optimized	2010	Yes	No	The IM Committee will continue monitoring.

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Defined Established Managed Optimized		Yes	No	Beginning in Fall 2010, all courses with a footnote 17 (denoting web-based) were required to go through a course review process under APM 206 which included accessibility review. In order to transition a course from face-to-face to fully online, instructors need to go through entire process outlined in APM 206.

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 10/11	Key Plans 11/12
The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.	Not Started Initiated Defined Established Managed Optimized	We have procedures and staff to support faculty in selecting, authoring, and delivering accessible instructional materials.	
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Initiated Defined Established Managed Optimized		No	TBD	Not Started.
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 Defined Established Managed Optimized		No	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 Optimized		Yes	Yes	Examples of accessible syllabi and instructional materials are posted in the Blackboard Faculty Forum. Examples are also presented at the Syllabus Redesign Conference and training sessions.
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 Managed Optimized		Yes	Yes	<ul style="list-style-type: none"> ➤ 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]	Not Started Initiated Defined Established Managed Optimized		No	TBD	

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Initiated Defined Established Managed Optimized		No	TBD	

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.		No	No	
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 10/11	Key Plans 11/12
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 Managed 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.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Managed Optimized	2008	Yes	Yes	<ul style="list-style-type: none"> ➤ Current work is done through the IM Committee. ➤ 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.
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 Established Managed Optimized	2008	Yes	Yes	<ul style="list-style-type: none"> ➤ A sub-committee of the ATI was formed to prepare an accessibility plan that included personnel and a formal budget. It was presented to the Cabinet in June 2011 and approved. 2011-2012 will show implementation of those goals. ➤ Due to budget reductions, there were no increased of staff last year, but existing staff continued to accept responsibility for the awareness of accessibility. ➤ New staff members were added to the IM Committee. ➤ SSD upgraded assistive technology software in AT lab.
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	2008	Yes	Yes	<ul style="list-style-type: none"> ➤ SSD provided training to the Student Affairs leadership team where many student campus activities and communication originate: In 2011-2012, SSD will provide additional training through “Alternate Media Lab Experience” events. ➤ IDs have put accessibility into faculty training classes, taught usability/universal design, and the university had the accessibility training package from Atomic Learning.
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 Managed 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 Defined Established Managed Optimized		No	Yes	<ul style="list-style-type: none"> ➤ 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. ➤ TILT has been tracking faculty participation in TILT workshops.

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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]	Not Started 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.		No	No	
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 10/11	Key Plans 11/12
Campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.	Not Started Initiated Defined Established Managed Optimized	<ul style="list-style-type: none"> ➤ Reconstitute committee. ➤ IM Committee has established a formal consultative and collaborative relationship with the Office of the Provost and Administrative team. 	
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments

Success Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (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 Established Managed Optimized		Yes	Yes	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 Managed Optimized		Yes	Yes	The ATI initiative is chaired by the Associate Provost.
9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement]	Not Started Initiated Defined Established Managed Optimized		Yes	Yes	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 Initiated 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.	9.3	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.

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