

# ATI Web Accessibility Report AY 11/12

## Campus Name: CSU Fresno

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 Web Accessibility Evaluation Process

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<b>Identify and repair or replace inaccessible Websites, Web applications, and digital content.</b>	Established	The review of all the campus Web presence, on and off campus hosts, was conducted and a baseline Web accessibility report produced.	<ol style="list-style-type: none"> <li>1. Develop a system to track accessibility tests per site including site owner, test dates, notification of non-compliance, recommended remediation, retest dates and outcomes.</li> <li>2. Develop Web accessibility monitoring program that includes shared responsibility for testing and remediation across campus entities</li> <li>3. Develop process and documentation for non-WCMS sites to test</li> </ol>
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Managed	2010	Yes	No	University Communications has been assigned this task.
1.2 Inventoried all campus administrative websites.	Managed	2008	Yes	No	All campus administrative websites have been inventoried.
1.3 Inventoried all administrative websites developed by contract vendors.	Managed	2010	Yes	Yes	Continue to monitor administrative websites when notified by Procurement that these sites have been contracted out.
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Initiated	2010	Yes	Yes	No process has been established.

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
1.5 Conducted automated accessibility evaluations on websites and Web applications.	Initiated	2010	Yes	Yes	On migration and launch, non-asp sites have been evaluated. Technical Services will be notified of Technical Services' responsibility for evaluation.
1.6 Conducted manual accessibility evaluations on websites and Web applications.	Initiated	2010	Yes	Yes	See 1.5
1.7 Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Not started		No	Yes	No procedure established. See 1.4
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Not started		No	Yes	No procedure established. See 1.4
1.9 Established a procedure to ensure that campus members involved in maintaining websites and Web applications, are familiar with the Web accessibility evaluation process.	Not started		No	Yes	No procedure established.
1.10 Established a procedure to ensure that campus members involved in maintaining websites, Web application know who to contact for compliance assistance.	Not started		No	Yes	No procedure established.
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Not Started		No	Yes	Evaluations have not been initiated.
1.12 Conducted manual evaluations on digital content: videos.	Not started		No	Yes	See 1.11
1.13 Conducted manual evaluations on digital content: audios.	Not started		No	Yes	See 1.11
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Not started		No	Yes	See 1.4

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the Web accessibility evaluation process.	Not started		No	Yes	See 1.4
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Not started		No	Yes	See 1.4
1.17 Documentation of the Web accessibility evaluation process is archived and can be produced for inspection.	Managed	2011	Yes	No	Documentation through Compliance Sheriff and the Baseline Web Accessibility is archived and available upon request to UComm.

Area(s) of Requested Collaboration for Web Accessibility Evaluation Process	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	Fresno State already is collaborating through systemwide monthly CSU ATI phone/Webinar conferences.

## 2.0 New Website/Web Application and Digital Content Design and Development Process

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<b>New website/Web application and digital content development complies with all Section 508 accessibility guidelines.</b>	Initiated	With the newly acquired WCMS, tools are now available to facilitate better compliance toward Section 508 accessibility guidelines.	1. Refine CMS guidelines to test and monitor digital content for compliance
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? (Yes/No)	Will work on 12/13? (Yes/No)	Comments
2.1 Established a process to ensure that new websites and Web applications are developed with "designed in" accessibility included.	Defined	2006	Yes	Yes	The Web policy currently under development in draft form will include accessibility components to ensure universal Web design is included.

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and Web applications.	Established	2011	Yes	Yes	We are working to migrate our Web presence to WCMS, where accessibility coding is consistently used for Website structure to ensure accessible coding techniques are used.
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Managed	2011	Yes	Yes	The current and draft Web policies ensure that developers are aware of the policy. The WCMS requires campus members involved in design and development are aware of Section 508 guidelines.
2.4 Established a procedure to ensure that campus members involved in Website design and development know who to contact for compliance assistance.	Managed		Yes	Yes	See 1.1
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Initiated		Yes	Yes	This sub-committee cannot determine the status for this Indicator on a campuswide basis.
2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Initiated		Yes	Yes	This sub-committee cannot determine the status for this Indicator on a campuswide basis.
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated		Yes	Yes	This sub-committee cannot determine the status for this Indicator on a campuswide basis.
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Managed		Yes	Yes	See 1.1

Area(s) of Requested Collaboration for New Website/Web Application and Digital Content Design and Development Process	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		Not requested	Not requested	Combined training efforts for all CSU campuses using Compliance Sheriff for digital content development processes.

### 3.0 Ongoing Monitoring Process

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<b>Updating and maintenance of websites/Web applications and digital content comply with Section 508 Accessibility Standards</b>	Defined	Updating and maintenance of Web sites is a top priority of the core group of campus Web developers responsible for these activities.	1. Develop campuswide Web policy to include site monitoring and assignment for monitoring responsibilities
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
3.1 Assigned responsibility for the ongoing monitoring process of websites and Web applications to a body (person(s) or business entity).	Not started		No	No	Ongoing monitoring has not been assigned to an individual department or office.
3.2 Established a procedure to verify that any changes made to existing website and Web applications comply with 508 accessibility guidelines.	Not Started		Yes	Yes	See 3.1
3.3 Established a procedure to ensure that campus members involved in website and/or Web application development are familiar with the monitoring process.	Not Started		No	Yes	See 3.1
3.4 Established a procedure to ensure that campus members that develop websites, Web applications know who to contact for compliance assistance.	Defined	2011	Yes	Yes	See 1.1
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity)	Not Started		Yes	Yes	See 3.1
3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the Web.	Not Started		No	No	See 3.1
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the Web.	Not Started		No	No	See 3.1

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the Web.	Not Started		No	No	See 3.1
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Not Started		No	No	See 3.1
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Managed		No	No	See 1.1
3.11 Documentation of the Web accessibility monitoring process is archived and can be produced for inspection.	Not Started		No	Yes	This is identified as part of the Compliance Sheriff automated software.

Area(s) of Requested Collaboration for Ongoing Monitoring Process	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		See 2.0

#### 4.0 Exemptions and Alternatives Process

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<b>Documented non-compliant Websites, Web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.</b>	Defined	We currently have effective alternate format statements in our Web policy and in use in our campus Web presence.	<ol style="list-style-type: none"> <li>1. Develop communication process to ensure content owners and managers campuswide are aware of alternate format statement availability</li> <li>2. Develop Web policy addendum to address exemption procedures</li> </ol>
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
4.1 Established a process for granting exemptions.	Initiated	07/08	Yes	Yes	A draft policy currently under review by campus committees to address this concern.
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Initiated		Yes	Yes	See 4.1
4.3 Established a procedure to ensure that campus members responsible for website and Web application are aware of the process for providing accessible alternate formats.	Initiated		Yes	Yes	A draft policy is currently under review. Point of contact offices on campus involved with Web projects share information concerning alternate formats; however, there is no communication plan with defined communication channels in place at this time.
4.4 Accessible alternate format is in place for all website and Web applications exemptions.	Initiated	2011	No	Yes	Approved alternate format statements will be developed on an as-needed basis.
4.5 Established a follow-up procedure to remediate non-compliant websites, and Web applications.	Initiated	2011	Yes	Yes	A draft policy is currently under review by campus committees to address this concern.
4.6 Established a procedure to ensure that campus members responsible for website, and Web applications, know who to contact for compliance assistance.	Managed	2011	Yes	Yes	See 1.1
4.7 Documentation of the website, and Web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Not started		No	No	Compliance responsibilities have not been assigned
4.8 Accessible alternate format is in place for all digital content exemptions.	Not Started		No	No	Compliance responsibilities have not been assigned
4.9 Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.	Not Started		No	Yes	See 1.1
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Not Started		No	Yes	Compliance responsibilities have not been assigned
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Initiated		Yes	Yes	See 1.1
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Initiated	2011	No	Yes	

Area(s) of Requested Collaboration for Exemptions and Alternatives Process	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	Exemption and alternate processes are campus-specific; therefore collaboration is not an option.

## 5.0 Training Process

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Professional development training has incorporated Section 508 accessibility guidelines into Website and Web applications development and digital content preparation.	Not started	There is no long-term commitment	1. Continue support for proposed campuswide or shared responsibility for compliance officer/training resources
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
5.1 Assigned responsibility for the training process of Web development and Web application development to a body (person(s) or business entity).	Initiated	2011	Yes	Yes	There is no long-term campuswide commitment to training personnel. There is a part-time trainer on campus for CMS training.
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Initiated	2011	Yes	Yes	See 5.1
5.3 Established a Web based repository for training materials that are available to members of the campus community	Not Started		No	No	No training resources
5.4 Established and deployed accessible Web training program for Web developers and designers.	Not Started		No	No	No training resources
5.5 Established and deployed accessible Web training program for Web content contributors.	Not Started		No	No	No training resources



Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
5.6 Established and deployed accessible Web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Not Started		No	No	See 5.3
5.7 Established and deployed accessible Web training program for digital content: video publishers.	Not Started		No	No	See 5.3
5.8 Established and deployed accessible Web training program for digital content: audio publishers.	Not Started		No	No	See 5.3
5.9 Training is offered on a regular schedule.	Not Started		No	No	See 5.3
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Not Started		No	No	See 5.3
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Not Started		No	No	See 5.3

Area(s) of Requested Collaboration for the Training Process	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	Share online and video on demand training on Web and content accessibility. However, we would request plan development assistance.

## 6.0 Communication Process

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
<b>In general the campus community is aware of Section 508 guidelines to make Web based information available to everyone (students, staff, faculty &amp; the general public) regardless of disability.</b>	Initiated	An accessibility video was produced and shared with campus entities. Other communication efforts have been initiated to broaden awareness of Section 508 guidelines.	<ol style="list-style-type: none"> <li>1. Establish a communications sub-committee as part of the ATI Steering Committee</li> <li>2. Disseminate general information about campus ATI efforts</li> </ol>

Goal	Goal Status	Key Accomplishments 11/12	Key Plans 12/13
Comments			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Initiated	2011	Yes	Yes	Responsibilities have been assigned to Web Communications in the office of University Communications.
6.2 Established an ongoing general campus communication that promotes Web accessibility awareness.	Not Started		No	Yes	Will work on this with communications sub-committee per Steering Committee discussion
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Initiated	2011	Yes	Yes	This is part of new faculty orientation.
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Initiated	2011	No	No	See 6.3
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started		No	No	There are no current plans to establish a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.
6.6 Documentation of the communication process is archived and can be produced for inspection.	Not Started		No	Yes	Documentation of the communication process will be archived and will be available for inspection once the procedure is in place.

Area(s) of Requested Collaboration for the Communication Process	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	Communication plans are currently under development.

## 7.0 Administrative Process

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
<b>Campus governance entities are aware of and kept informed about Web accessibility.</b>	Initiated	See section 6.0 key accomplishments.	<ol style="list-style-type: none"> <li>1. Establish a communications sub-committee as part of the ATI Steering Committee</li> <li>2. Disseminate general information about campus accessibility efforts</li> </ol>
<b>Comments</b>			

Success Indicator	Status	Year Started	Worked on 11/12? Yes/No	Will work on 12/13? Yes/No	Comments
7.1 Developed and published a Web Accessibility Plan.	Initiated	2010	Yes	Yes	See 1.4
7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Initiated		No	Yes	See 7.1
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated		No	Yes	See 7.1
7.4 Established a procedure to document the results of the metrics as applied to the Web plan areas and to distribute those results to campus governance entities.	Initiated		No	Yes	See 7.1

Area(s) of Requested Collaboration for Administrative Process	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	No plan at this time for collaborative efforts.

## Contributors

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

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