# ATI Instructional Materials Report AY 09/10

## 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    Timely Adoption

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials. | Established | • Implemented streamlined standing order policy for faculty textbooks orders with the bookstore.<br>• Implemented a new Academic Policy 237 during Fall 2009 requiring faculty on-time textbook adoption. | • A joint video message from ASI Senator of Academic Affairs and Academic Senate Chair to encourage faculty to place textbooks in a timely fashion and to educate faculty about the costs of textbooks for students was disseminated to all faculty on campus via email in Fall 2010.<br>• Will continue to explore and encourage faculty to consider adopting etextbook and open source textbook options.<br>• Will continue to work with Higher Education Opportunity Act Committee (HEOA) Library committee to coordinate communication about textbook orders. |
| **Comments** | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 1.0  Campus formally documented (e.g., Policy, Resolution or Procedure) a process to ensure the timely adoption of textbooks and other instructional materials. [Commitment] | Managed | | Yes | Yes | • Newly implemented Academic Policy Manual 237 (Fall 2010) requires timely ordering of textbook and instructional materials by all faculty.<br>• The bookstore accepts standing faculty book orders, reducing the number of textbooks ordered late due to faculty distraction.<br>• A library committee is examining HEOA (Higher Education Opportunity Act) requirements that will facilitate ordering as required under ATI mandates by the Chancellor's Office . |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 1.1 Campus has developed capacity (e.g., established practices, specified staff time, educational/training resources, and/or technology) to achieve compliance with timely adoption. [Ability] | Established | | No | No | As of Spring 2010, standing orders are at 28%. On time orders are at 54%. This represents a % increase in compared to the prior year. |
| 1.2 Campus has developed milestones and specific measures of success for timely adoption compliance (e.g., percentage of timely adoptions) and implemented a system to track these measures. [Measurement] | Managed | | No | No | The bookstore regularly reports the percentage of on time orders to the Provost's Leadership Team so that deans are alerted to the timeliness of their faculty adoption data in order for them to work with their departments to encourage more on-time textbook 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. | Not Started | No | No | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not started | No | No | Our campus is very interested in learning of best practices regarding successful initiatives. |

## 2.0 Identification of IM for Late-Hire Faculty

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements. | Initiated | Academic Policy Manual 237, adopted in Spring 2008 and implemented in Fall 2010, outlines procedures for identifying and ordering instructional materials for late-hire faculty. | • Increase communication to faculty, departments and deans regarding the importance of timely textbook adoptions.<br>• Whenever feasible, encourage departments to consider standardizing and ordering the same textbook across multiple sections of a common course.<br>• Continue to stress HEOA guidelines to increase compliance rate. |
| Comments | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 2.0 All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability] | Initiated | 2007 | No | No | APM 237 applies to all colleges, departments, and programs. Implementation remains an issue, and we would appreciate hearing about other campus's successes in this area. |
| 2.1 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 | | No | Yes | ATI-IM will research best practices on other campus and work toward developing a tracking system. |

| 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. | Not Started | No | Yes | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not Started | No | No | Sharing best practices regarding successful initiatives. |

## 3.0 Early Identification of Students with Disabilities

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| 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. | Choose an item. | **Ensure that students with disabilities are identified:**<br>➢ Services for Students with Disabilities (SSD) staff members presented to the COUN 215, per their request for information on services offered by SSD; disability awareness training, and how to make a referral. Provided similar training to Staff and tutors for the Learning Center and Athletic Advising.<br>➢ Disability Management Specialists (DMS) received training on use of the Chat Room services offered in collaboration with Outreach Services, and hosted two events.<br>➢ SSD staff presented at the CSU sponsored Central Valley Joint High School and Community College Counselor Conference<br>➢ 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.<br>➢ In fall 2010, 140 new students established services with SSD, bringing total active students to 539, our largest ever.<br>➢ SSD coordinated the activities for the Disability Awareness Week events October 19-22. They hosted the Disability Awareness Fair and several other events including a student panel to discuss hidden disabilities.<br>➢ SSD Liasion efforts with College of Health & Human Services were extended to all Colleges on campus with each now having an assigned liaison. Meetings held with all Deans, Asst. Deans, and most Chairs. Communication will continue into 10-11.<br><br>**Able to request alternate media materials in a timely manner**<br>➢ Fall 2009 - SSD received 471 requests for alternate format of classroom materials as of December 31; that is 64% of the total requests received for the 08-09 year. Fall 2010 to date (10/15)we have received 399. SSD Director to graduate classes in Rehabilitation Counseling and Speech Pathology.<br>➢ SSD received funding for a high speed scanner for alt. media production.     CSU Fresno | ➢ SSD will participate in similar events as noted in 09-10 on an ongoing basis.<br>➢ Training continues by request, which will include Athletic dept., Student Affairs groups, and faculty by request, often through SSD staff liaisons.<br>➢ Currently the Testing/Reading (Alt. Media) services role is done by one staff member with production done by other staff. Approval is pending to add an additional staff member and allow the role to be split (Testing vs. Reading/Alternate Media).<br>➢ Two additional student assistant staff are being added to the Alternate media production team.<br>➢ Plans are being developed for a design of the alternate media production work area, to streamline the process and allow for more efficiency. |

| Goal | Goal Status | Key Accomplishments 09/10 | | Key Plans 10/11 |
|---|---|---|---|---|
| Comments | | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability] | Optimizing | 8+ years | Yes | Yes | First-day Priority registration is offered to all students registered with the SSD office. |
| 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] | Managed | ? | Yes | Yes | People Soft program reviewed with SSD. Reports available by request of SSD Director. |
| 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] | Initiated | 2008 | Yes | Yes | SSD website includes online forms to be copied and faxed if desired. www.csufresno.edu/ssd Spring 2010 converted some forms to web site; 10-11 will look at options for consideration of Alt. Media online fill-in and forward. |
| 3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement] | Managed | 2008 | Yes | Yes | September 2008 SSD purchased the database system (SAM) Student Accommodations Management. This past year significant revisions have been made in the areas of Alternate Format requests tracking and production orders<br>o SSD Staff member (TRSC) was selected as member to work with CSU system wide team to review team and develop an update to the CAM Library for alternate text. |
| 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] | Initiated | ? | Yes | Yes | Reports are designed and available on PeopleSoft but formal program for review is not yet in place. Use of available People Soft reports on as needed basis |

| 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 | Established | No | Yes | Comparison of programs is often discussed with peers at other DSS offices on CSU campuses. Nothing specific at this time |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff | Not Started | No | No | |

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

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| 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.<br><br>*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. | Established | • Adopting a formal policy requiring all course syllabi to be available within the LMS.<br>• Developed an accessible syllabus template to be used for online and face-to-face courses.<br>• In August 2010, hosted a syllabus redesign conference that focused on creating accessible course syllabi attended by 58 faculty.<br>• Instituted a teaching online program for faculty who are developing online courses. | • Will host another syllabi redesign workshop in January 2011.<br>• Every course will have a course shell starting Spring 2011.<br>• Continue the Teaching Online Program program. |
| Comments | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| | | | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (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] | Defined | 2009 | Yes | Yes | Academic Senate will consider developing a policy concerning posting of instructional materials online. |
| 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] | Managed | 2009 | No | No | Chancellor's Office needs to continue to monitor the accessibility of the LMS systems used in the system. |
| 4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment] | Defined | 07/08 | Yes | Yes | • Technology Innovations for Learning and Teaching (TILT) continues to provide training, incentives and recognition for faculty in developing and implementing high quality hybrid and online instruction and materials.<br>• TILT also reviews and approves of online courses for quality control. |
| 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] | Initiated | 07/08 | Yes | Yes | When a book or material must be scanned and edited, SSD editor will email chapters and documents to the student through Fresno State email. If the book is required to be worked on chapter by chapter the SSD office will email chapters according to syllabus. |
| 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] | Initiated | | Yes | Yes | Faculty members maintain control of access to their course materials, and retain control of their intellectual property. |
| 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] | Established | 2008 | Yes | Yes | Need to see successful approaches to obtaining this information. |

| 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 |
|---|---|---|---|---|

| 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. | Not Started | No | No | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not Started | No | No | Sharing best practices regarding successful initiatives. |

## 5.0   Accessibility Requirements for Multimedia

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| 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. | Defined | TILT staff for our BlackBoard LMS support have developed a flowchart identifying paths to captioning media. Accessible media is stressed in all appropriate trainings and faculty workgroups working with the LMS support group. | • Continue educating faculty on the importance of accessible multimedia and identifying possible work flows to accomplish the task.<br>• Facilitate focused Faculty Learning Communities to explore multimedia options.<br>• Consider hiring new graphic designer/multimedia staffer for TILT. |
| Comments | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (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] | Initiated | | Yes | Yes | The TILT LMS support group has initiated this effort with new faculty training, reallocating internal TILT staff support, and consideration of hiring a new graphic designer/multimedia staff. |
| 5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment] | Not Started | | No | No | The Senior Academic Technology Officer (SATO) has initiated a new campus ATI Campus Plan Committee to generate and write a proposal for the creation of a campus-wide plan addressing this issue and larger infrastructure ATI issues. |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 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] | Initiated | | Yes | Yes | A list of the most frequently used titles and their formats has 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] | Established | 2009 | Yes | Yes | We are working on the current and future projects but do not have a budget or staff for existing multimedia. However, the campus ATI Campus Plan will address these issues and will provide a set of comprehensive recommendations for the President and Cabinet for future action. |
| 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 | | No | No | Measures and metrics for this item will be identified during Spring 2011. |

| 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. | Not Started | No | No | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not started | No | No | Sharing best practices regarding successful initiatives. |

## 6.0    Accessibility Requirements for Curricular Review and Approval

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process. | Established | Implementation of APM206 which includes the course design review and specifically checks accessibility | Will continue with APM 205 and established a Teaching online Program that address accessibility. |
| Comments | | The procedures have been defined and are being implemented for online and hybrid courses. | |

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (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] | Established | 2010 | Yes | Yes | This has been established for online courses developed through the LMS support group |
| 6.2 Campus has established accessibility standards or guidelines for selecting and authoring curricular materials. [Commitment] | Established | 2010 | Yes | Yes | LMS materials only. |
| 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] | Initiated | 2010 | Yes | Yes | LMS course materials only. |

| 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. | Not Started | No | No | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not started | No | No | Sharing best practices regarding successful initiatives. |

## 7.0   Supporting Faculty Creation of Accessible IM

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| The campus has implemented policies and procedures to support faculty in selecting, | Defined | ➤ ATI-Subcommittee for Awareness and Training: U-Learn Website was launched. U-Learn promotional mugs with letter from the | Develop core group of faculty familiar with UDL and accessibility who then pass it on to other groups. (CSALT/TILT) |

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|------|-------------|---------------------------|-----------------|
| authoring, and delivering accessible instructional materials. | | Provost was distributed. <br> ➢ Subcommittee will publish a monthly U-Learn newsletter will be distributed in spring 2010 as the June 1, deadline approaches. Info will include updates from IM, C-Salt, Training, etc. <br> ➢ C-SALT committee submitted a survey to faculty on campus to check knowledge and understanding about ATI, Accessibility and Universal design issues and available resources. An FAQ will be developed based on these results and be featured in the monthly newsletter for U-Learn and/or as part of offered workshops. | |
| **Comments** | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (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 | | No | No | Policy requires adoption of accessible materials. |
| 7.2 Campus has established specific mechanisms to encourage faculty authoring and adoption of accessible instructional materials (e.g. recognition in article or letter of appreciation). [Ability] | Initiated | 2008 | Yes | Yes | The Chair of the Senate will be exploring options with bookstore and Services for Students with Disabilities staff to publicize recent improvements in adoptions of accessible materials |
| 7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability] | Defined | 08/09 | **Yes**/No <br><br> AT Fair held 10-20-09 | Yes | Accessibility Technology Fair to present hands-on examples |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 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] | Established | 2008 | Yes | Yes | Equipment and student assistants are available to faculty in the Digital Campus Resource Center (TILT). |
| 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 | | No | No | |
| 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 | | No | Yes | Campus could use assistance in this area. |

| 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. | Not Started | No | No | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not started | No | No | Sharing best practices regarding successful initiatives. |

## 8.0 Communication Process and Training Plan

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the | Defined | ➢ Fall 2009, new Provost submitted letter to all faculty reminding them of the ATI purpose and UDL impact. ➢ ATI-Subcommittee for Awareness and Training: U-Learn Website was launched. U-Learn promotional mugs with letter from the Provost were distributed Spring 2011. | Continue updating uLearn web site and publishing changes through a faculty-oriented newsletter. Develop a handout/brochure to be distributed at all major campus activities where faculty might attend drawing attention to ATI and |

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|------|-------------|---------------------------|-----------------|
| campus. | | ➢ Subcommittee published a monthly newsletter, which was distributed in spring 2010 and included Info updates from IM, C-Salt, Training, etc.<br>➢ C-SALT committee submitted a survey to faculty on campus to check knowledge and understanding about ATI, Accessibility and Universal design issues and available resources. An FAQ was developed based on these results and was featured in the monthly newsletter for U-Learn. | directing them to the appropriate website or department for further information. |
| Comments | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|-------------------|--------|--------------|---------------------------|------------------------------|----------|
| 8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment] | Managed | 2008 | Yes . | Yes | Current work is done through the Awareness and Training ATI sub-committee. |
| 8.2 Campus has built capacity (e.g. specified staff time, technology, and/or materials) in support of this awareness campaign. [Ability] | Initiated | 2009 | Yes | Yes | A sub-committee has been formed with the goal of presenting to the cabinet in February of 2011 an accessibility plan that includes personnel and a formal budget. |
| 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] | Managed | 2008 | Yes | Yes | Campus has training and electronic resources available for faculty and staff. Continued training opportunities at the system level will be appreciated. |
| 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] | Managed | | Yes | Yes | TILT provides LMS workshops, electronic resources and regularly provides communication about LMS use. |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (Yes/No) | Comments |
|---|---|---|---|---|---|
| 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] | Defined | 2008 | Yes | Yes | |
| 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 | | | | |

| 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. | Not Started | No | No | Our campus is open to collaboration with other campuses. |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not started | No | No | Sharing best practices regarding successful initiatives. |

## 9.0   Process Indicators

| Goal | Goal Status | Key Accomplishments 09/10 | Key Plans 10/11 |
|---|---|---|---|
| Campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative. | Defined | Add a representative from the Auxiliaries to the IMAP team<br>Reconstitute committee due to staffing changes<br>Continue to work on policy development to meet ATI goals<br>Continue to explore and evaluate available tools for possible ATI use | Yes |
| **Comments** | | | |

| Success Indicator | Status | Year Started | Worked on 09/10? (Yes/No) | Will work on 10/11? (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] | Defined | | No | Yes | The committee will evaluate our membership roster and populate the committee with 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] | Established | | No | Yes | The committee will establish a formal relationship with the Office of the Provost with regard to creating a consultative and collaborative relationship with our Administrative team. |
| 9.3 Campus IMAP committee has established a system to effectively track its task delegations and overall project management. [Measurement] | Not Started | | Yes | Yes | IMAP needs to develop a more formal procedure. Currently IMAP works through its members to delegate and manage tasks. |
| 9.4 Campus has established a formal administrative review process by campus executive leadership for all IMAP components. [Verification] | Not Started | | No | No | This effort will be included in future plans following the formalizing of our relationship with the Office of the Provost. |

| 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. | Not Started | No | Yes | Digital Textbooks |
| Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff. | Not Started | No | No | Sharing best practices regarding successful initiatives. |

## Contributors

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

| Name | Title | Email Address | Phone Number |
|---|---|---|---|
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|---|---|---|---|
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