COMMUNITY COLLEGE OF DENVER

Title: Web Accessibility Plan

Guideline #:   IT – 4

Approved: May 5, 2014
                 July 13, 2015
                 October 15, 2015
                 August 9, 2017

References: SP 3-125g Web Accessibility Procedure

                   Web Content Accessibility Guidelines 2.0 (WCAG)

Approved By: Dr. Everette J. Freeman, President

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1.   PURPOSE

To establish a Community College of Denver (College) web accessibility plan to ensure its web-based information can be accessed by the broadest possible audience.

2.   APPLICABILITY

These guidelines apply to all web-based information and services, including web sites, instructional materials, and online services that are hosted or maintained by the College.

The College will strive to ensure that all such material will be in compliance with the World Wide Web Consortium's Web Content Accessibility Guidelines 2.0 (WCAG) by December 31, 2019.

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3. DEFINITION

   a. Legacy Materials – Materials produced or used by the College prior to January 1, 2015.

   b. UD – Universal design, the principle that materials should be accessible for all people regardless of ability (faculty, staff, students, prospective students, and the public).

   c. WCAG – World Wide Web Consortium Web Content Accessibility Guidelines 2.0, which established recommendations for making web-based content more accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity and combinations of these.

   d. Web Based Information – Includes the College's external and internal web sites, learning management system, any College endorsed social media systems or online third party services, and all materials imported to these systems (documents, videos, publisher materials).

4. GUIDELINES

   a. By December 31, 2019 all web-based information created or used by the College will meet the following guidelines:

      i. Will be perceivable. Information and user components will be presented in ways the user can perceive. Some examples include:

         1. Text alternatives will be used for non-text content.

2. Captioning or other alternatives will be used for multimedia.

3. Content will have the ability to be presented using assistive technology.

    ii. Will be operable. Components and navigation will be operable using different technologies. Some examples include

        1 Keyboard only navigation.

        2 Timed materials will have the ability to be untimed.

        3 Materials will be produced so that they do not cause seizures.

    iii. Will be understandable. Some examples include:

        1. Ensuring that materials appear and operate in predictable ways.

        2. There is a system in place to identify input errors and correct them.

    iv. Will be robust. The material will be maximized to allow compatibility with assistive technologies.

b. In order to meet the guidelines outlined in WCAG, and described above, the following steps will be taken.

i.   Third Party Materials. All producers of third party materials (including publisher materials) will be contacted and asked to fill out the CCD IT Accessibility Survey for Providers. The survey will be evaluated and used to determine whether or not the material can be used at CCD. At a minimum, all third party materials must be working in good faith toward WCAG 2 AA compliance, as per SP 3-125g. All legacy materials will be identified and surveyed by December 31, 2016. All new materials will be surveyed prior to purchase.

ii.   Multimedia Materials. The Teaching Learning Center (TLC) will provide training every semester to faculty and staff on how to create and use compliant multimedia materials. The College will provide storage and captioning resources for these materials. Centers and departments will develop plans to have relevant faculty and staff trained on the creating and use of compliant multimedia materials.

iii. Alternative Text. All web programs used by the College, including our external and internal web sites and our learning management system, will have alternative text available. TLC will provide training to faculty and staff every semester in its use. Centers and departments will develop plans to have relevant faculty and staff trained on the creating and use of compliant multimedia materials.

iv.   Web Site Review. Accessibility Center staff and the Web Support and Content Specialist will conduct an annual review of the College's external and internal web site. The review will be done no later than December 1 of each year. The learning management system employed by the College

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will be rated for compliance. A report will be given to the TLC, IT, WCAG Gaps Analysis Committee, Student Conduct, and President's Cabinet along with recommendations for improvements no later than January 15 of the following year.

v.   Documents. TLC will provide training every semester to faculty and staff on how to create and use compliant materials. Additionally, TLC, in partnership with the Accessibility Center, will provide templates of commonly used documents that are WCAG compliant. Centers and departments will develop plans to train relevant faculty and staff to develop WCAG compliant documents.

vi.   Vendor Agreements. Any online service or program that will be potentially used by the College will be reviewed, prior to purchase, to ensure compliance with the WCAG guidelines, unless extraordinary circumstances exist. These circumstances will be approved by the System Office prior to purchase. This section does not apply to vendor agreements in effect prior to January 1, 2015.

vii. If any application or program cannot be made to meet WCAG compliance, the College will make a written exemption request to the Colorado Community College System's Legal Counsel.

viii. The College will market the Care Report function of Maxient to students and staff as an Accessibility Hotline. This will not interfere with any other functions of Maxient. If any student or staff member has an accessibility issue that is not being addressed by the College, they can log their complaint through this function. The College's

Student Life Office will forward these complaints to the Accessibility Center who will evaluate and prioritize the complaint, and coordinate both immediate and long- term solutions with the WCAG gaps analysis committee.

ix.   All digital signs at the College will have alternative text provided. The process for providing this service will be determined by December 31, 2015.

x.   All televisions in College buildings will display closed captioning.