POLICY DESCRIPTION AND BASIS

Incorporating principles of universal design in the development, acquisition and implementation of information technology and related resources helps the university to provide its electronic and information resources (websites, course and instructional materials, courseware, videos, podcasts, software, other classroom technologies, content management systems, search engines and databases, registration and grades, financial and human resource management systems, telecommunications, etc.) in accessible formats to all members of the University community – including users of adaptive and assistive technologies. Implementing this policy will help ensure that university community members have access to electronic and information technology associated with instruction, administration and services, departmental programs, and University-sponsored activities.

Under the proposed policy, public facing and select restricted access sites where required containing electronic and information technology containing official university information created, developed, updated or revised after the effective date of the policy will be required to comply with the standards specified in the policy and the requirements of Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
**REQUIRED RESOURCES**

Creating accessible technologies requires resources, including staff to provide training and accessibility testing of electronic content and new and emerging technologies, and web captioning (which may be provided by CSU or potentially outsourced). Compliance software may also be needed. Some of these resources are already being provided by existing staff in departments including the Assistive Technology Resource Center, Academic Computing and Network Services (through the University Web Committee’s Subcommittee on Web Accessibility), External Relations, and TILT. The extent to which new resources are required must be determined during policy development.

**ANTICIPATED IMPACTS**

The impact of this policy will be university-wide. Most affected will be web developers, staff who edit or alter content on websites and faculty members who provide instructional content online. Procurement procedures will also need to incorporate accessibility requirements into standard University terms, and web management positions will be required to have knowledge of accessibility requirements identified in their position descriptions. Many of these impacts are already being experienced as the demands for accessible technologies increase.

**POLICY DEVELOPMENT**

The Office of the Vice President for Information Technology, the Office of Equal Opportunity, the Assistive Technology Resource Center, the Division of External Relations, and the Office of General Counsel are involved in the development of this policy.

**STAKEHOLDER INPUT**

Stakeholder input will include impacted units such as TILT, CSU Online, Morgan Libraries, Resources for Disabled Students, OEO, faculty council, External Relations, Procurement Services, and others to be determined by the policy development group.

**ADMINISTRATIVE/MANAGEMENT/ASSESSMENT**

The policy will be administered on an ongoing basis by those developing the policy and the Subcommittee on Web Accessibility. It is anticipated that the policy will be dynamic, and will need to be reviewed and revised from time to time as changing laws, regulations, and technologies demand.

**PROCEDURES, GUIDELINES AND FORMS**

The need for guidelines to support the implementation of the policy will be determined during policy development.
INTERNAL CONTROLS

The Subcommittee on Web Accessibility will play an important role in monitoring implementation and compliance with the policy as specific items of EIT are addressed.

REVIEW AND APPROVAL BY THE PRESIDENT’S CABINET:

☒ APPROVED TO PROCEED TO POLICY DEVELOPMENT

☐ NOT APPROVED

☐ MORE INFORMATION NEEDED:

________________________________________________________________________________________

________________________________________________________________________________________

By: /original signature on file/______________________________________________

Lynn Johnson
Vice President for University Operations

Date: December 4, 2015 __________________________________________