

# Red Rocks Community College

## Web Accessibility Plan

### Overview

**Purpose:**

“The Colorado Community College System is committed to facilitating access to its Colleges’ instruction, communication, and businesses for the broadest possible audience. CCCS strives to employ principles of Universal Design and the use of the World Wide Web Consortium’s WCAG 2.0 standards in the design, development, implementation, and enhancement, of all Web-based information and services.”  
(McCallin, 2014)

**Scope:**

“This procedure applies to all Web-based information and services which includes, but is not limited to, Web sites, instructional materials, and online services that are developed, hosted or maintained by the community colleges and all entities within the Colorado Community College System (CCCS). Colleges must ensure Web-based information for use by faculty, staff, students, prospective students and the public is accessible. This procedure does not apply to unauthorized Web pages published by students or employees, which are not used to conduct college business or instructional activities.” (McCallin, 2014)

### Definitions

**Content Managers:**

A content manager is an individual who manages a RRCC departmental website that updates text, documents and information.

**Course Shell:**

A course shell is a space created for individual courses within the learning management system (LMS). This shell is used to deliver instructional materials and manage and assess course activities using various tools available within the shell.

**Departmental Implementation/Support:**

All faculty and staff play an important role in RRCC’s success to ensure the goals of Web accessibility (SP3-125g) are met in a timely manner. Each department contributes by implementing Web accessibility best practices or supporting other departments as they train, assess, remediate and create accessible Web content.

**Instructional Materials:**

Instructional materials refer to items posted in the LMS or accessed from the Web, including but not limited to written documents, i.e., syllabi, instructions for projects, PowerPoint presentations, etc., videos (embedded videos and/or videos that are linked to), and graphics, i.e., (charts, pictures, diagrams, etc.).

**Software and Apps:**

Software and apps refers to a, computer program, or group of programs, that users interact with designed to carry out operations in support of a business or academic function.

**WCAG 2.0 AA:**

“WCAG 2.0 is a stable, referenceable technical standard. It has 12 guidelines that are organized under 4 principles: perceivable, operable, understandable, and robust. For each guideline, there are testable success criteria, which are at three levels: A, AA, and AAA.” (Henry, 2005) The President’s Procedure (SP 3-125g) states that all CCCS institutions will meet level AA.

**Web Accessibility:**

Web accessibility means that a person with a disability can perceive, understand, navigate, interact with, and contribute to Web content with the same effectiveness as a person without a disability. Accessible information systems are developed to be flexible enough to accommodate the needs of the broadest range of users, regardless of age or disability. (Henry, 2012)

**Web content and Services:**

All information, content or visual/auditory media hosted or displayed directly through the RRCC Website or related systems.

**RRCC Website Action Plan**

To be completed by *December 31, 2015*:

- Begin development and implementation of Web accessibility best practices and establish accessible Website content and document creation training and support (working with eLearning and Disability Services) for current and future Website content managers.
- Assess and purchase, if necessary, a Web accessibility management software tool.

To be completed by *December 31, 2016*:

- Audit the RRCC Website to determine WCAG 2.0 AA accessibility standard conformity issues.
- Work with developers to address and solve all structural accessibility conformity issues within the Website.
- Update most viewed pages (this includes written copy, video, audio, images, etc.) for WCAG 2.0 AA standards.

To be completed by *December 31, 2017*:

- Update all RRCC Website content to meet WCAG 2.0 AA standards.
- Update/remediate all Marketing-managed, Web-hosted documents to meet WCAG 2.0 AA accessibility standards.
- Remove all documents from the RRCC Website which do not meet WCAG 2.0 AA accessibility standards.

Ongoing:

- Monitor all Website content updates and uploaded documents to ensure they meet WCAG 2.0 AA standards.
- Remove or remediate any content or documents which do not meet WCAG 2.0 AA standards.
- Provide ongoing Web accessibility training for Website content managers.
- Research and stay current on Web accessibility standards and best practices for implementation.

## Instructional Services Action Plan

To be completed by *May 1, 2016*:

- Meet with department chairs to identify training and support needs for implementation of the Red Rocks Community College Web Accessibility Plan.
- Provide personalized trainings to faculty/instructors on developing accessible course documents and multimedia for new content.
- Ensure Website content managers have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.
- Conduct in-person and online trainings sessions with faculty/instructors to make instructional documents accessible.
- Develop resource guides, to be included, in the New Instructor Orientation manual on how to make instructional materials WCAG 2.0 AA compliant.

To be completed by *May 1, 2017*:

- Design and create a Universal Design for Learning (UDL) training course in D2L.
- Conduct in-person and online trainings with faculty/instructors to make instructional documents and multimedia accessible for existing content.
- Identify faculty/instructors mentors to assist with ensuring course documents and multimedia are WCAG 2.0 AA compliance.

To be completed by *May 1, 2018*:

- Ensure content uploaded to the campus LMS meets WCAG 2.0 AA compliance.
- Mentors assist with ensuring course documents and multimedia are WCAG 2.0 AA compliance.

To be completed by *May 1, 2019*:

- Ensure all content on the LMS meets WCAG 2.0 AA standards.
- Remove all content on LMS that does not meet WCAG 2.0 AA standards.

Ongoing

- Develop webinars on how to make instructional documents accessible as needed.
- Train and assist faculty/ instructors to ensure accessibility of course documents and multimedia on a case by case basis.
- Review and assess the Desire2Learn platform to ensure software is WCAG 2.0 AA compliant.
- Provide regular open lab hours in the Instructional Design and Innovation Center (IDIC) to provide one-on-one assistance with ensuring WCAG 2.0 AA compliance.

## Disability Services Action Plan

To be completed by *December 31, 2015*:

- Provide training opportunities for staff on: (1) Creating accessible electronic materials, and; (2) Course content remediation.

Ongoing:

- Provide Assistive Technology testing when requested by other departments (e.g. Screen Reader, Magnification).
- Act as a training resource, providing one-on-one, group, and train-the-trainer sessions focused on accessibility of material created for the Web.
- Provide remediation assistance - Assist with remediation recommendations, training and testing on a case-by-case basis.
- Work with faculty to provide accessible course materials for student accommodations on a case-by-case basis.

## Library Action Plan

To be completed by *December 31, 2015*:

- Update library Website pages according to best practices.
- Ensure Website content managers have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.

To be completed by *December 31, 2016*:

- Ensure all staff have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.

Ongoing:

- Communicate with database vendors to encourage accessible search tools and results pages that are compatible with assistive technology.
- Communicate with eBook vendors to encourage compliance with accessibility standards.
- Provide in-library training in partnership with the RRCC Website Team and Disability Services on Web accessibility.

## Student Success Services Action Plan

To be completed by *December 31, 2015*:

- Ensure Website content managers have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.
- Review all electronic materials (Web-based services, electronic documents, etc.) to determine accessibility conformity issues.

To be completed by *December 31, 2016*:

- Begin updating electronic materials (Web-based services, electronic documents, etc.) to ensure they are accessible.
- Ensure all staff have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.

To be completed by *December 31, 2017*:

- Confirm all new Student Success Services electronic materials (Web-based services, electronic documents, etc.) meets WCAG 2.0 AA accessibility standards and remove all non-compliant materials from the Red Rocks Community College Website.
- Establish with each Student Success Director or Coordinator a process by which an annual audit of all electronic materials (Web-based services, electronic documents, etc.) will be conducted and any accessibility issues corrected.

### Computer Services Action Plan

To be completed by *December 31, 2015*:

- Implement central repositories to store accessibility documentation and content in the process of being updated for accessibility.

Ongoing:

- Provide support on college-owned technologies including software application installation, Web-based Internet information and applications, and desktop/portable computer configuration.
- Request, review, and post a Voluntary Product Accessibility Template (VPAT) for campus technology items including standard campus software applications, requested software applications, operating systems, desktop/portable computers, and Web-based Internet information and applications. All new requests, updates, and potential concerns regarding technology items will be sent to the requestor and Disability Services for further review. Additionally when VPATs are unavailable from the manufacture it will be noted in the central repository and both the requestor and Disability Services will be notified. If the requestor believes it is the only technology that will meet the academic/business need, despite accessibility concerns, considerations will be made and focus will move to making the functionality available through alternate methods/mediums.

### Administrative Services Action Plan

To be completed by *December 31, 2015*:

- Review all electronic materials (Web-based services, electronic documents, etc.) to determine accessibility conformity issues.
- Ensure Website Content Mangers have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.

To be completed by *December 31, 2016*:

- Begin updating electronic materials (Web-based services, electronic documents, etc.) to ensure they are accessible.
- Ensure all staff have attended trainings provided by the RRCC Website Team in conjunction with Disability Services on Web accessibility.

To be completed by *December 31, 2017*:

- Ensure all new electronic materials (Web-based services, electronic documents, etc.) must meet WCAG 2.0 AA accessibility standards and remove all non-compliant materials from the RRCC Website.
- Establish with each Administrative Services Director or Coordinator a process by which an annual audit of all electronic materials (web-based services, electronic documents, etc.) will be conducted and any accessibility issues corrected.

## References

Henry, Shawn L., (2005, September). Introduction to Web Accessibility.

Retrieved from <http://www.w3.org/WAI/intro/accessibility.php>

Henry, Shawn L., (2012, October 2). Web Content Accessibility Guidelines (WCAG) Overview.

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