

# **Web Accessibility Implementation Committee Recommendation 2004**

## **INTRODUCTION**

In response to information technology laws and guidelines (Addendum 1), Oklahoma City Community College initiated Administrative Procedure No.3063: Internet/Intranet Accessibility Standards (Addendum 2) which became effective May 12, 2003. Furthermore, a Web Accessibility Implementation Committee was appointed in August 2003 and was comprised of the following individuals:

Paula Gower	Brenda Harrison	Bill Hill
Warren Neal	Kathy Nix	Chris Oehrlein
Anita Philipp	John Richardson	Steve Shore
Ron Summers	Pat Stowe (chair)	Kathy Wullstein

Based on the federal laws and guidelines, this committee recommends that the scope of Administrative Procedure 3063 be expanded to include all Information Technology, not just web pages and corresponding software.

Information Technology by definition encompasses all forms of technology used to create, store, exchange, and use information in its various forms (data, voice conversations, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived). Although the initial focus of this process is Web Accessibility, it is hoped that eventually the standards will be applied to Information Technology used at all levels of the College.

## **SECTION ONE: PRIORITIES OF WEB INFORMATION**

Addressing the need of accessibility has been identified by priorities, both for students and for College employees. All pages were prioritized by the following criteria:

- Frequency of use
- Importance of information and impact to students
- Lifetime of site
- Sites in most need of revision
- Sites that are related to costs/resources

In priority order, from top to bottom, are those web based informational sites that should be brought into compliance with Administrative Procedure 3063. However, pages accessed by students will take first priority.

**Student Use**

1. College Web site /MineOnLine
2. Library
3. Bookstore
4. Academic Department pages
5. Faculty pages
6. Pioneer
7. Application server
8. Chat server
9. Bulletin board

**Employee Use**

1. Employee server
2. GroupWise
3. Imaging system
4. Maximo

We recognize that many of the items on the list are commercially developed, but recommend that further purchases be considered as to functionality and accessibility.

**SECTION TWO: TIMELINE**

It is recommended that each of these applications from Section One be in complete compliance within the next 3-5 years. Efforts should begin with the adoption of this recommendation and be continuously pursued.

**SECTION THREE: TRAINING AND SUPPORT**

The office of Marketing and Public Relations will be responsible for ensuring department pages meet accessibility guidelines.

The office of Instructional Technology and Online Learning will coordinate the training and resources needed for faculty to ensure their pages meet accessibility guidelines.

It is further recommended that academic departments identify personnel within each department to provide web information in accessible formats. It is recommended that the identified personnel be given release time and/or appropriate compensation be considered for this additional responsibility.

The office of Staff Development and Risk Management will coordinate the training and resources needed for staff personnel to ensure their pages meet accessibility guidelines.

Training materials are available from WebAIM. [www.webaim.org](http://www.webaim.org). Additionally, it is recommended that software such as “LIFT” be purchased by Marketing and Public Relations to create accessibility reports and use the information to make necessary corrections.

## **SECTION FOUR: ADMINISTRATIVE OVERSIGHT**

Accessibility of Information Technology should be the responsibility of every person, department, and division within the College, but the authority to coordinate activities such as review and assessment and collaboration, should be the office of Marketing and Public Relations. The office of Services to Students with Disabilities will provide informational support concerning issues as it applies to persons with disabilities and Information Technology.

Additional personnel may be required to appropriately monitor and assist with the College's information technology compliance.

So recommended by committee members:

Paula Gower \_\_\_\_\_ Brenda Harrison \_\_\_\_\_

Bill Hill \_\_\_\_\_ Warren Neal \_\_\_\_\_

Kathy Nix \_\_\_\_\_ Chris Oehrlein \_\_\_\_\_

Anita Philipp \_\_\_\_\_ John Richardson \_\_\_\_\_

Steve Shore \_\_\_\_\_ Ron Summers \_\_\_\_\_

Kathy Wullstein \_\_\_\_\_ Pat Stowe (chair) \_\_\_\_\_