## Arapahoe Community College – Digital Accessibility Progress Report (HB 21-1110) Reporting Period: 2021-2022

**Introduction**

ACC has been working toward making our digital materials accessible for all since 2014. The College began reporting progress annually.

This report outlines progress made by Arapahoe Community College (ACC) towards achieving digital accessibility compliance with Colorado House Bill 21-1110 (HB 21-1110).

**Compliance Standards**

This report details ACC’s efforts towards compliance with the Web Content Accessibility Guidelines (WCAG) 2.2 at Level AA, as outlined by the Governor’s Office of Information Technology in HB 21-1110.

**Center for Professional Development**

* IAP/MTC programs require Accessibility for Word and Accessibility for PowerPoint for advancement to the first level of each program
* Included accessibility resources in New Faculty and Instructor Orientation, including accessible syllabus template, digital accessibility standards, and eLearning’s Softchalk page covering accessibility and UDL for remote courses
* Requiring accessibility training and accessibility review for all OER materials adopted as part of the OER grant.
* Future plans: require additional accessibility training for IAP/MTC advancement once those courses are available. New faculty onboarding program with at least one session that focuses on accessibility.

**eLearning**

* Instructional, DAS and Administration Support
  + 31 classes (accommodations)
  + 233 documents remediated or created
  + 33 videos captioned
* Onboarding Accessibility Courses
  + 340 enrolled
  + 149 completed
  + 160 incomplete
  + 28 partial
* Accessibility for Word Badge Course – 52 participants
* Accessibility for PowerPoint Badge Course – 37 participants
* 14 webinars/workshops
* 1 Summit Day workshop

**Human Resources**

* Evaluating documents and forms for accessibility and transitioning to online forms when possible.
* Working with our vendor to ensure ACC’s Careers Website maintains WCAG compatibility.
* Candidates are notified they can request an accommodation before, during, and after the application process.
* Hyperlinks are tagged to help users understand their purpose and destination.
* Postings are drafted with attention to readability – avoiding idioms and jargon, striving for a secondary school reading level.
* Transitioned and regularly review New Employee Orientation (NEO) from D2L into the online onboarding system.
* NEO includes captioned videos and video transcripts.
* Reviewing compliance training and professional development offerings for accessibility and transitioning to online sessions when possible.
* Currently, the Computer Security Awareness and DEI trainings are not compatible with screen readers and are only available in English. Interpreters are provided when needed or requested, virtually or in-person.
* Expanding online professional development content with captioned videos, video transcripts, and accessible materials.

**Library**

* Accessibility at ACC Research Guide
* Technology to support accessibility:
  + Samsung and GoPro video cameras to record lectures
  + LiveScribe pens available for lecture recording and note-taking
  + Three accessible desktop computers with ZoomText, screen magnifier Kurzweil, Snap&Read reading tool, and JAWS screen reader
  + Two laptops with Kurzweil
  + IPads with accessibility features

**Website**

* Moved Academic Plans into Catalog and coded for accessibility (feed directly into website)
* Content written and coded accessibly to guidelines
* All ACC website videos are captioned
* Using Siteimprove to fix accessibility issues on website
* Continuing to check website documents for accessibility that are on the website and that are sent for posting