## Arapahoe Community College – Digital Accessibility Progress Report (HB 21-1110) Reporting Period: August 2015

**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.

**Activities - eLearning**

* Web-It Accessibility plan developed and implemented in 2014.
* 2015 Task Progress documented as of July 31, 2015
* Conduct personalized trainings on making instructional material accessible: 14.97% complete
* Conduct 2 workshops/webinars per week on making instructional materials accessible: ongoing
* Design and create UDL training course in D2L: completed
* Remediation of course documents on a case-by-case basis. AHBT documents in SP15 totaled 21,249: ongoing
* Caption/Transcribe at least 50% multimedia in all courses: ongoing
* Caption/Transcribe at least 50% current multimedia in iTunes U: ongoing

**Ongoing Projects**

* Review and assess the D2L platform
* Review and assess course document accessibility
* Review and assess multimedia accessibility
* New eLearning webpage content must meet accessibility standards
* Review ACC’s iTunes U site

**Activities – Disability Access Services -2015 Tasks**

* Make all online content on the Disability Services webpage accessible

**Ongoing**

* Student training resource – one-on-one or group training to be provided and scheduled on a case-by-case basis on topics related to screen reading software and disability services

**Human Resources – 2015 Tasks**

* Update all employment documents and forms
* Update New Employee Orientation in D2L to include captioning
* Use Open Hire and RedCarpet for applicant onboarding processes
* Provide online accessible training for compliance items such as Title IX, etc.

**Information Technology – 2015 Tasks**  
Faculty Support:

* Review software for accessibility
* Recommend different modalities or mediums as needed

Staff Support:

* Review software for accessibility

Department Support:

* Hardware or software support as is needed for accessibility needs
* Collaborate with other departments (student services, HR, etc.) as needed to arrive at recommendations or solutions.

**Library - 2015 Tasks**

* Update library website pages according to best practices

**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 ACC website team and Disability Services on web accessibility

**Student Services – 2015 Tasks**

* Review all electronic materials (web-based services, electronic documents, etc.) to determine accessibility conformity issues. *Complete*
* Begin updating electronic materials (web-based services, electronic documents, etc.) to ensure they are accessible. *Complete*

**Marketing/ACC Website – 2015 Tasks**

* Review ACC website to determine accessibility conformity issues: Ongoing
* Address and work with developers to fix all structural accessibility conformity issues: ongoing – have fixed most of the issues
* Develop and implement web accessibility best practices and provide training for all web content liaisons: In progress
* Begin updating website page content (including multimedia) for accessibility: About 25% complete
* Work with CCCS office to ensure compliant portal login page: complete
* Open a line of communication with websites we work with to determine their accessibility plans: Ongoing

**Ongoing**

* Monitors website updates to ensure compliance
* Training content liaisons
* Research accessibility standards and best practices for utilization

**Additional Work for 2015**

* Compliance/Engagement – How do we get everyone on board with accessibility and new processes?
* Accessibility/Budget
* Captioning/transcribing instructional videos
* Require faculty to caption custom videos and adjuncts to provide a script for videos
* Remediating documents in D2L and for HR
* FormStack – accessible platform for online forms
* Training / Guidance
* Need a primary contact for someone wanting assistance/training to make things accessible and to test for accessibility
* Team needs formal training or expert in order to properly train others