Lake Land College
Accessibility Chronological Timeline (Draft)

Fall 2022

- ✓ Administrator understanding of importance of 508 Refresh (First meeting with leadership)
  - o **Responsible Parties:** Cabinet, Task Force
- ✓ Collaborative meetings to introduce and discuss opportunities (i.e., policy, timelines, future, etc.) of 508 Refresh and timeline considerations at Lake Land College
  - o **Responsible Parties:** Task Force
- ✓ Digital Accessibility Task Force created and meeting on a regular basis
  - o **Responsible Parties:** Task Force
- ✓ Implement accessibility LTI with Canvas (UDOIT)
  - o **Responsible Parties:** Instructional Support

Spring 2023

- ❑ Publish [commitment to accessibility statement](#) on website
  - o **Responsible Parties:** ISS Sub-Team
- ❑ Publish Digital Accessibility Task Force, its members, and Jessica and Sue as point people for Accessibility information on website
  - o **Responsible Parties:** ISS Sub-Team

Summer 2023

- ❑ Begin working on creating sub-teams, developing a communication plan with MPR, developing accessibility training, creating accessibility documentation
- ❑ Lay groundwork with Staff
- ❑ Laker Lowdown – Accessibility

Fall 2023

- ❑ Create sub-teams for Accessibility to address some of the following: Instructional Support, Webpage, HR, Marketing, Procurement
  - o **Responsible Parties:** Task Force
- ❑ Sub-Teams will create procedures for the previous bullet point
  - o **Responsible Parties:** Sub-teams
- ❑ Develop communication plan about accessibility
  - o **Responsible Parties:** MPR, Accommodations Counselor, Task Force
- ❑ Develop broad overview training and sub-team training plans and course material for basic web accessibility training for all appropriate personnel
  - o **Responsible Parties:** Instructional Support, HR, Sub-Teams

- ❑ Establish accessibility requirements for Canvas
  - ○ **Responsible Parties:** Instructional Support
- ❑ Establish and implement procedures for in-house captioning, including funding, of instructional materials and adjust as needed
  - ○ **Responsible Parties:** Interns?, work study students, part-time staff?, other ideas?
- ❑ Provide accessibility requirement in requests for proposals (RFPs) and other solicitations, and inform vendors of Lake Land College of policies and procedures. Streamline process for purchases of all hardware and software including copy machines, phone systems, and IT infrastructure-related equipment
  - ○ **Responsible Parties:** ISS sub-team
- ❑ Add accessibility procurement responsibility to a job description
  - ○ **Responsible Parties:** Cabinet must decide

Spring 2024

- ❑ Develop accessibility policies
  - ○ **Responsible Parties:** Cabinet
- ❑ Publish accessibility procedures on website
  - ○ **Responsible Parties:** Task Force
- ❑ Implement accessibility communication plan
  - ○ **Responsible Parties:** MPR
- ❑ Adopt and implement a policy that requires all new instructional materials to be accessible.
  - ○ **Responsible Parties:** Procurement Sub-team, Instructional Support
- ❑ Develop and implement strategies for producing accessible scientific and mathematical documents
  - ○ **Responsible Parties:** Instructional Support, Faculty
- ❑ Procedures have been established for faculty to request accessibility review of instructional software applications
  - ○ **Responsible Parties:** ISS
- ❑ Lake Land College library's websites, documents, and electronic media will be accessible.
  - ○ **Responsible Parties:** Librarian
- ❑ Create and publish instructional materials and training on how to create accessible documents (including but not limited to PowerPoint, Word, Adobe, Excel, Outlook, and other). These materials will be reviewed and revised as standards and file formats evolve
  - ○ **Responsible Parties:** Instructional Support, HR
- ❑ Establish and publish best practices on accessible documents used for instruction. These materials will be reviewed and revised as standards and file formats evolve

- o **Responsible Parties:** Instructional Support
❑ All videos (professionally or internally produced) used in courses and shared on campus websites or video storage sites will be captioned according to WCAG guidelines
  - o **Responsible Parties:** MPR, Faculty, Staff
❑ Validate vendor information and evaluate products for accessibility:
  - o Vendors and developers will be required to submit a Voluntary Product Accessibility Template (VPAT), documenting the accessibility of a product in accordance with Section 508 Standards of the Rehabilitation Act of 1973.
  - o Products must also meet Level AA compliance with Web Content Accessibility Guidelines (WCAG) 2.0, in accordance with the Washington State Office of the Chief Information Officer Policy 188
  - o VPATs can be informative, but they have limitations because they are self-reported by vendors and, therefore, should be independently verified and not accepted at face value.
  - o Few technology products are fully accessible; however, vendors should, at a minimum, be willing to make a commitment to address accessibility problems.
  - o If there are issues that prevent a vendor's product or service from meeting requirements, vendor must describe efforts underway to address issues, including anticipated timelines for completion.
  - o **Responsible Parties:** Campus-wide, New Procurement Staff Person, Bookstore
❑ Include accessibility assurances in contracts with vendors
  - o **Responsible Parties:** Campus-wide, New Procurement Staff Person, Bookstore

Fall 2024

❑ All web content created by or on behalf of Lake Land College will be accessible according to WCAG 2.0 level AA
  - o **Responsible Parties:** ISS sub-team
❑ All existing instructional materials (tests, emails, attachments, integrated tools, physical papers, syllabi, videos, etc) will be accessible in accordance with Lake Land College policy
  - o **Responsible Parties:** Instructional Support, Faculty, Academic Services
❑ Instructional software applications used in courses will be accessible in accordance with Lake Land College policy. (Mindtap, Gale databases, Cengage = accessible)
  - o **Responsible Parties:** ISS sub-team, Faculty, Academic Services

Summer 2024

- ❏ Accessibility Summits
  - o **Responsible Parties:** Instructional Support, Sub-Teams

Need Estimated Dates (Help Matt, Jana, Tony, and anyone who is IT inclined)

- ❏ Identify HTML content to carry forward in new designs or new builds
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remove content from the site that is not accessible or will not carry over to new designs/builds
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Identify documents on the website that are not accessible
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Update documents on the website to be accessible
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remediate CMS-based documents that have accessibility issues
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Create inventory of CMS-based embedded multimedia (e.g videos)
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Identify CMS-based embedded multimedia to remediate and carry forward
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remove non-accessible embedded multimedia that will not be carried into the new web design
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remediate CMS-based embedded multimedia that have accessibility issues
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Identify inaccessible HTML content
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remediate or remove inaccessible HTML content
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Create inventory of documents
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remediate, replace or remove documents with accessibility issues
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Identify embedded multimedia
  - o **Responsible Parties:** ISS Sub-Team
- ❏ Remediate, replace, or remove inaccessible embedded media
  - o **Responsible Parties:** ISS Sub-Team

Ongoing

- ❏ Provide Canvas Accessibility Training
    - ○ **Responsible Parties:** Instructional Support
- ❏ Training sessions offered
    - ○ **Responsible Parties:** Instructional Support, Sub-Teams
- ❏ Ensure accessible class assignments and materials in Canvas
    - ○ **Responsible Parties:** Faculty
- ❏ Offer training sessions on how to create accessible course materials
    - ○ **Responsible Parties:** Instructional Support, Sub-teams
- ❏ Faculty and Adjuncts attend Basic Web Accessibility training, offered annually
    - ○ **Responsible Parties:** Instructional Support, Faculty, Sub-teams
- ❏ Faculty and Adjuncts attend ION training on Accessibility
    - ○ **Responsible Parties:** Faculty
- ❏ Provide training about auto-captions in Zoom
    - ○ **Responsible Parties:** Instructional Support, Sub-teams

Subject to Contract Negotiations

- ❏ Conduct reviews and internal audits on a regularly scheduled basis.
    - ○ **Responsible Parties:** Subject to contract negotiations
- ❏ Contact content owners with suggestions for improvement
    - ○ **Responsible Parties:** Instructional Support
- ❏ Review accessibility reports monitoring progress on instructional materials in Canvas
    - ○ **Responsible Parties:** Instructional Support
- ❏ Develop procedures for addressing inaccessible content
    - ○ **Responsible Parties:** Subject to contract negotiations