CCS Administrative Procedure
8.00.01-A   Accessible Technology

Implementing Board Policy 8.00.01
Contact: Information Technology Accessibility Coordinator, 509-533-4357

1.0   Purpose

Community Colleges of Spokane (CCS) is committed to providing accessible technology for individuals with disabilities. CCS shall adhere to all federal and state regulations and rules regarding information technology accessibility. This procedure establishes minimum accessibility guidelines to ensure individuals with disabilities have access to the same information technologies, services and content that is available to everyone.

2.0   Definitions

2.1   Accessible- all users have the opportunity to acquire the same information, engage in the same interactions, and use the same services in an equally effective and integrated manner.

2.2   Accessibility Plan- a plan that identifies how CCS will ensure new covered technologies are accessible and describes the future plan for making existing covered technologies accessible. The plan contains a list of prioritized non-accessible covered technology, recommended alternative access methods and actions being taken to correct the issue; contact information for the information technology accessibility coordinator; and a summary of the accessibility policy.

2.3   Disability- an individual who has a physical or mental impairment that substantially limits one or more major life activities, or a person who has a history or record of such an impairment.

2.4   Information Technology- business and administrative websites, web applications, software systems, electronic documents, E-learning, multimedia and programmable user interfaces. This includes interacting with the technology, access and content. It does not include content that a user may encounter after leaving the covered technology (example: links to other web content).

2.5   Information Technology Accessibility Coordinator- the individual designated by the Chancellor to coordinate the accessibility of information technology at CCS.

2.6   Voluntary Product Accessibility Template (VPAT) - a vendor-generated statement that provides relevant information on how a vendor's product or service claims to conform to the Section 508 Standards.

3.0   Limitations and Requirements

3.1   This procedure supports Washington Tech Policy 188 from the Washington State Office of the Chief Information Officer and associated Minimum Accessibility Standard 188.10 which requires all state agencies to identify an information technology accessibility coordinator, adopt accessibility policies and procedures, and develop and maintain accessibility plans for ensuring the accessibility of new and existing information technologies.

3.2   Washington Tech policies, including 188, apply only to business and administrative applications within institutions of higher education. Academic, research, medical, clinical and health care applications within higher education are exempted (RCW 43.105.205, formerly RCW 43.41A.010).

4.0   Provision of Accessible Information Technology

CCS will provide direct access to accessible technologies, except in cases where accessibility is not possible due to technical or legal limitations.

5.0   Accessibility Standards and Guidelines

5.1   For new and existing websites, and web-based business and administrative applications CCS will follow Web Content Accessibility Guidelines (WCAG) 2.0.   WCAG 2.0 covers a wide range of recommendations for making Web content more accessible.

5.2   For procurement of new information technologies and systems, a Voluntary Product Accessibility Template (VPAT) will be preferred to a generic statement of Section 508 Compliance from the vendor.

5.3   This procedure and related Board of Trustees policy do not supersede CCS's responsibility to comply with state and federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008 and Washington Tech Policy #188.

5.4   Accessibility guidelines will focus on four (4) fundamental principles of accessibility for accessible technology.

5.4.1   Perceivable- Information and user interface components must be presentable to users in ways they can perceive.

5.4.2   Operable- User interface components and navigation must be operable.

5.4.3   Understandable- Information and the operation of user interface must be understandable.

5.4.4   Robust- Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

5.5   [WCAG 2.0](#) also provides principles and useful metrics for information technology that is not specifically web-based.

6.0   Procurement

6.1   Prior to purchasing information technology, employees must consult with the Information Technology Division.

6.2   Research will be conducted jointly by information technology and purchasing staff to determine whether a proposed technology purchase must meet accessibility standards and whether the technology does meet those standards.

6.3   Employees will follow all CCS purchasing procedures.

7.0   Implementation

7.1   As per CCS's Accessibility Plan, the information technology accessibility coordinator will conduct an audit and evaluation of existing technology assets to determine if they meet accessibility standards. The results of the evaluation will be sent to the department that is responsible for the technology. The department is responsible for ensuring that the technology meets the accessibility standards.

7.2   All new content will follow the guidelines outlined in section 5.0

8.0   Reporting/Complaint Process

8.1   Individuals may report accessible technology concerns by submitting an online Information Technology Accessibility Problem Report Form or contacting the Information Technology Accessibility Coordinator at 509-533-4357.

8.1.1   Reports are evaluated by the Information Technology Accessibility Coordinator and routed to the department that is responsible for the reported technology for correction, accommodation or alternative equivalent access.

8.1.2   A response and accessibility resolution will be provided within three business days.

9.0   Resources and Training

9.1   Employees needing to correct accessibility concerns are encouraged to utilize the resources available on the CCS Accessibility-Policy 188 web page.

9.2   Information technology employees will receive information technology accessibility training as determined by their supervisor.

9.3   Web Content Managers will receive training on how to produce accessible web content.

10.0   Related Information

10.1   Section 508 for Electronic and Information Technology

10.2   Washington Tech Policy 188

10.3   Washington Tech Minimum Accessibility Standards

10.4   Web Content Accessibility Guidelines

10.5   Voluntary Product Accessibility Template (VPAT)

10.6   RCW 43.105.205 (formerly RCW 43.41A.010

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