IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 3723 Accessibility of Information and Communication Technologies

References: Section 508, Rehabilitation Act of 1973 (29U.S.C. Section 794d); 36 CFR1194.1 et seq.; Government Code Section 11135; Title 5 Section 59300 et seq.

1. Web Accessibility
1.1 Scope

These procedures apply to all College Web pages and programs used to conduct College business and activities including instructional materials used in courses.

1.2 Standards

Any content used for teaching purposes must meet the standards and guidelines outlined in the Web Content Accessibility Guidelines (WCAG) 2.0 (http://www.w3.org/TR/wcag2ict/) published by the W3C. All pages will meet Level AA guidelines. All Coll

Will coordinate support for campus units needing assistance with accessibility in departmentally supported

4.1 Scope

All media resources used in College programs and activities must be accessible. For example, this includes, but is not limited to, media that is instructional, informational, marketing, and promotional.

4.2 Standards

Video media resources will be closed captioned and audio-described and audio resources will be transcribed.

4.3 Responsibility

All departments, programs, instructors and employees:

> Will purchase only captioned versions of audiovisual media whenever possible. Will ensure that all other media that will be used on the web or in instruction is captioned.

> Will purchase only transcribed audio and audio-described versions of audiovisual media whenever possible.

> Will update any non-transcribed audio and any non-captioned/non-described video that is in current use.

> Will use only transcribed audio and closed-captioned media with audio-descriptions that are made available in a timely manner to the class and will only assign such media as course material, whether optional or required.

IT:

> Will ensure all classroom and presentation equipment is caption-compatible and the default on all TVs, etc.

> Will maintain and continue to provide instructions on media accessibility (such as captioning and audio-describing media and transcribing audio) as well as how to show captioned media in classrooms.

All Departments:

> Will produce only new communications and promotional materials that are captioned, audio-described or transcribed.

Accessibility Working Group:

> Will coordinate campus-wide captioning and transcribing solutions that:
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> o Provide assistance with obtaining permission to caption and audio-describe.

Disseminate information to the College community about College protocols related to accessible electronic media including a list of approved vendors to perform captioning.

5. Software, Hardware and Systems Accessibility

5.1 Scope

All software, hardware and systems purchased must be accessible and must produce accessible products. Accessible, in this context, means compatible with assistive technology.   Examples of software, hardware and systems include, but are not limited to, learning and content management systems, library and email systems, and administrative management systems such as finance, registration and human resources, and all software, hardware and software services used for student services. Software includes freeware, shareware, desktop, enterprise, subscription and remotely-hosted options. Software that is accessed through a web-browser must also be accessible and is discussed under Section 1 of these procedures.

5.2 Standards

The College will use the following standards to determine accessibility:

[US Access Board's Guide 508 Standards - Software Applications and Operating Systems](#)

All Departments and programs/College employees:

Will ensure that their software, hardware, local interfaces and modifications and electronic systems are accessible.

Will ensure that all applications developed on campus (web, desktop, etc.) are accessible according to principles of WCAG 2.0.

IT:

Will ensure that assistive technologies are immediately available to students working in campus labs or on publically-accessed campus computers.

Will ensure that assistive technologies are available in a timely manner for campus employees including student employees.

Accessibility Working Group:

Will coordinate campus processes for ensuring campus software, hardware and software system accessibility.