

**Coded Memo AA-2015-22**

**MEMORANDUM**

**DATE:** December 2, 2015

**TO:** Presidents  
Provosts/Vice Presidents of Academic Affairs

**FROM:** Loren J. Blanchard, Ph.D.   
Executive Vice Chancellor

**SUBJECT: Accessible Technology Initiative: Amendment to AA-2013-03**

The results of a systemwide audit completed in 2015 on Accessible Technology (Audit Report 14 -28) indicates that the ATI policy be updated to better reflect current practices and desired management objectives. The purpose of this memo is to amend the existing coded memo for the Accessible Technology Initiative (AA-2013-03) in response to the audit report. Working in collaboration with the ATI Executive Sponsor Steering Committee and CSU Audit Department, the ATI Coded Memo working group identified changes to the policies defined in the CSU's ATI Coded memo as an effective response to the audit report. In particular, replacing the Implementation Approach Section: AA 2013-03, pages 4-7 with the following modifications will address the observations included in the report.

***Implementation Approach***

The ATI recognizes that each CSU campus faces unique challenges with implementing the ATI. The implementation approach outlined below was therefore developed in collaboration with the Executive Sponsors Steering Committee (ESSC), the ATI Leadership Council and the ATI Priority Area Communities of Practice to ensure that campuses have adequate flexibility to manage their ATI implementation.

Each year, the CSU will make progress toward accomplishing the ATI goals by using a combination of systemwide and campus-based activities. Campuses and the Chancellor's Office will assess their capacity, select specific success indicators to work on, engage in a variety of projects and activities that address these success indicators, and report on their

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

progress in the ATI Annual Reports. In addition, the ATI, in consultation with campus leaders, will select success indicators to work on collaboratively at the systemwide level.

### ***Systemwide Support and Leadership***

The ATI department is part of systemwide Academic Technology Services (ATS) within the Academic Affairs division. ATS will continue supporting the ATI by providing staffing and resources. The ATI is committed to helping campuses accomplish the ATI goals by engaging in the following activities:

- Supporting campus ATI planning and implementation efforts by: developing guidance, providing training resources, sharing significant accomplishments and exemplary practices, and researching promising tools and techniques.
- Coordinating systemwide ATI activities that reduce costs, leverage CSU resources, and increase capacity.
- Collaborating with campus leadership through the ATI Leadership Council and Executive Sponsors Steering Committee to implement systemwide accessible technology policy, projects, and planning.
- Maintaining effective ongoing communication with key stakeholder groups and consulting with systemwide affinity groups.
- Coordinating the annual report process including analyzing ATI Annual Reports and distributing systemwide aggregated report results.
- Providing systemwide support to drive improvements to product accessibility support by vendors and publishers.

### ***Campus and Chancellor's Office ATI Responsibilities***

Each campus President and the Chancellor or the Chancellor's designee are responsible for the establishment and implementation of accessible electronic information and technology programs that have adequate administrative support and necessary resources to achieve the goals of the Accessible Technology Initiative. Each Campus President and the Chancellor will appoint an Executive Sponsor to guide the ATI implementation at their institution.

The Executive Sponsor shall convene the ATI Steering Committee that includes members from the key stakeholder groups across the institution such as Executive Administrators, Academic and Faculty Senates, Centers for Faculty Development, Academic Technology Office, Disability Services Office, Equity and Diversity, ADA Compliance.

The ATI Steering Committee will oversee the ATI implementation including

- reviewing and revising the ATI Plan,
- implementing project and activities to meet ATI goals, and
- documenting progress toward these goals using the ATI Annual Report process.

Each of these responsibilities is described in more detail below.

### **Reviewing/Revising the ATI Plan**

Each year, the Executive Sponsor, working with the ATI Steering Committee, will review and update the ATI Plan to guide their implementation. The Plan will indicate the specific success indicators which will focus effort across the 3 priority areas. The ATI Plan Template is available on the ATI Website to adopt or adapt.

When developing the Plan, consider the following information:

- Current progress as described in the Annual Report with particular attention to success indicators with a status level of Not Started or Initiated.
- Select ATI implementation activities across all 3 priority areas that will result in the greatest reduction of technology accessibility barriers.
- Use the ATI Prioritization Framework or a comparable process to consider factors such as impact, probability, and capacity when prioritizing ATI implementation activities.
- Deliverables associated with systemwide ATI activities that would advance campus progress if adopted.
- Collaborations that may accelerate or improve the quality of ATI activities.

### **Implementing the ATI Plan**

Ensuring the accessibility of information technology and resources is a shared responsibility and requires a coordinated, ongoing effort to ensure its success. Executive Sponsors should lead the implementation effort through the following activities:

- Conduct regular ATI Steering Committee meetings no less than twice per year.
- Ensure that the Committee membership is comprised of key stakeholder groups and includes members with appropriate experience and expertise to inform decision-making.
- Engage in a periodic administrative review process with the Committee regarding challenges, milestones, resources, and documenting ongoing progress.
- Monitor, leverage, and implement deliverables from systemwide ATI activities that will advance efforts.
- Ensure that Committee members monitor, participate in, and contribute to Community of Practice activities.
- Channel ATI communications to appropriate parties.

### **Documenting Progress Using the Annual ATI Report**

Campuses and Chancellor's Office will submit an ATI Annual Report to the ATI at the Chancellor's Office each year which details progress towards accomplishing the ATI Goals.

The Chancellor's Office ATI department will provide the framework and methodology for submitting ATI annual reports to campuses and the Chancellor's Office.

When completing the Annual Report:

- Report on the status of all goals and success indicators. Consult the status level definitions; each status level has a set of criteria that must be met. Campus and Chancellor's Office will provide evidence of Status Levels in their report.
- Document the commitment to work on specific success indicators for the following year
- Submit the Annual Report signed by the ATI Sponsor affirming that the ATI Plan was reviewed and revised and the report data is accurate.

**Distributing the ATI Annual Report results on each campus**

- Summarize the annual report results to their respective campus President or Chancellor advising as to the ATI progress being made and remaining effort.
- Chancellor's Office ATI will be copied on the report communication.

**Distributing the Aggregate ATI Annual Report to CO Executives**

- Systemwide summary will be presented to the Executive Vice Chancellor for Academic and Student Affairs.

In conclusion, we would like to thank the Chancellor's Office Audit Department for their observations and collaborations in enable the CSU to continuously improve our capabilities to successfully deliver accessible technologies for all.