Academic Policy Committee
Minutes
January 31, 2017

Members present: Sarah Ash, Alton Banks, Marina Bykova, Jeremy Feducia, Kerry Havner, Paul Huffman, Donna Carver, Neal Parker

Members Absent: Chang Nam, Sophia Kathariou, Jennifer Kuzma, Greg Young,

Guest: Serena Reavis, University IT Accessibility Coordinator

Topic: Revision of the Information and Communication Technology (ICT) Accessibility Regulation

Her office is attempting to build more resources for faculty v. earlier focus on people in IT and also make current regulations less complicated (including fewer words). See appended document.

Question: Why isn't DELTA involved? No one there with that expertise.
Answer: Reavis would like to see that.

Question: What are the limitations to a disability?
Answer: Anyone can be admitted as long as they meet the intellectual standards (v. physical standards). It is the responsibility of her office to help make things like Moodle accessible.

ISSUES SPECIFIC TO THE REGULATION
2.1 Tidied up the definition

3.4 Working with instructors to develop alternatives to resources that cannot be made assessable

Question re 3.2 Can we assume that major companies meet current guidelines?
Answer: Not necessarily. Need to ask the vendor re their compliance with Federal Access Board's Electronic and Information Technology Accessibility Standards (from handbook).

Question: How often do students not request accommodation when they should b/c they don't know to ask?
Answer: More likely that there are students who need to register but don't. We only have about half the population that we ought to (~5% v. 10% of the student population are registered).

Most common problems:
--Faculty need to pay attention to the top 10 list of accessibility issues (see appended document).
     Now have funding for captioning so that has become easier.
          Cost is based on the number of minutes. Can get expensive, therefore need to make
          sure that you are being smart about what you caption.
--Some faculty are resistant to making accommodations.

Resources for faculty:
https://accessibility.oit.ncsu.edu/it-accessibility-at-nc-state/faculty/

Comment: Could be helpful to have someone at the College IT level who could answer some of the questions about accessibility.

IT ACCESSIBILITY

NC State University is committed to creating an environment that is accessible to all, including individuals with disabilities. The IT Accessibility Office provides workshops, online tutorials and consultations to help faculty and staff create accessible instructional materials or campus resources.

Resources: accessibility.oit.ncsu.edu
Help: accessibility@ncsu.edu

Accessibility Quick Checklist

☐	**Color Contrast**	Ensure adequate contrast between the text and page background.
☐	**Emphasis**	Use bold to emphasize important content. Do not use color alone.
☐	**Heading Styles**	Use heading styles to structure your content.
☐	**List Styles**	Use bulleted or numbered lists to structure your content.
☐	**Hyperlinks**	Create hyperlink text that describes the link's location or purpose.
☐	**Images**	Provide alternative text for images, graphs and charts.
☐	**Tables**	Use simple tables with designated column and row headers.
☐	**Videos**	Use descriptive language and captions in your videos.

For more details, see go.ncsu.edu/quickchecklist.

1. PURPOSE

NC State University is committed to providing equal access to its educational services, programs and activities in accordance with federal and state laws and, as part of that commitment, to creating an information and communication technology environment that is accessible to all, including individuals with disabilities. Creating an accessible information and communication technology environment is the responsibility of all University administrators, faculty, and staff. This regulation applies to the university's information and communication technology resources and includes their procurement, development, implementation, and ongoing maintenance.

2. DEFINITIONS

When used in this regulation, the following definitions shall apply:

2.1 "Information and Communication Technology (ICT) Resources" means any electronic resources used for instruction, information distribution, or communication. ICT resources include, but are not limited to, instructional systems, online instructional lessons, Web-based services, software applications, electronic documents, computers, hardware systems, telecommunication products, video and multimedia products, mobile devices, and online events.

2.2 "Accessibility" means the university's objective that everyone within the University community, regardless of disability, will have equivalent access to ICT resources.

2.3 Accessibility Guidelines: Accessibility Guidelines are the (Federal) Access Board's Electronic and Information Technology Accessibility Standards.

3. PROCEDURES

3.1 NC State employees responsible for designing, developing or maintaining ICT Resources should ensure the resources comply with the Accessibility Guidelines.

3.2 NC State employees purchasing ICT Resources should ensure resources comply with Accessibility Guidelines before purchase.

3.3 NC State employees selecting ICT Resources, including textbooks or other instructional tools that students will use, should ensure that resources comply with the Accessibility Guidelines.

3.4 If unable to locate or use an ICT Resource (whether created or acquired) that is fully accessible, employees must develop an Equally Effective Alternative Access Plan (EEAAP), which identifies accessibility issues, responsible parties, and reasonable procedures for communicating and providing equally effective alternative access.

4. REPORTING AND CORRECTIVE MEASURES

{N0019335.1}

Direct: accessibility @ ncsu.edu

4.1 The Office for Institutional Equity and Diversity (OIED) and the Office of Information Technology (OIT) are responsible for notifying responsible parties of issues with the accessibility of their ICT Resources and overseeing the resolution of these issues. Any person experiencing accessibility issues with an ICT Resource should notify the ADA Coordinator within OIED.

4.2 As the OIED becomes aware of accessibility issues relating to a particular ICT Resource, it will contact OIT. OIT will notify the relevant University employees who must then:

(a) correct the identified accessibility issues in a timely fashion;
(b) justify why modifying the particular ICT Resource(s) would create an undue hardship or result in a fundamental alteration of the service, program, or activity; or
(c) work with OIED to identify a reasonable accommodation that provides equal access.

4.3 If the relevant University employees fail to provide a satisfactory response to OIT's inquiry or do not address accessibility issues in a timely fashion, the Vice Chancellor or Dean responsible for the unit will be contacted by OIT and required to address the issue, in consultation with an accessibility compliance team if necessary.