ATI Web Accessibility Report AY 11/12

Campus Name: California Maritime Academy

Please refer to the report instructions before completing this form. The instructions were sent as a separate attachment and they are also posted on the ATI Moodle Website.

1. Web Accessibility Evaluation Process

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
Identify and repair or replace inaccessible websites, web applications, and digital content.	Managed	Upgraded to Campus EAI Portal Version 7	 Verify accessibility of five Contract Vendor sites alumni.csum.edu cmakeelhaulers.com Also we will upgrade to version 7 of CampuEAI's portal which will be fully accessible Wordpress Blogs (Follow the Voyage, Follow the Team, and Currents Newsletter) Maritime-education.com is a candidate for sunset
Comments			

Su	ccess Indicator	Status	Year Started	Worked on 10/11? (Yes/No)	Will work on 11/12? (Yes/No)	Comments
1.	Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Managed	July, 2011	Yes	Yes	San Jose State continues to host Hisoft accessibility reports for Cal Maritime during the past year. July 2011 CMA hired a full time web master who is responsible for evaluating accessibility of campus web assets.
2.	Inventoried all campus administrative websites.	Optimizing	2010	Yes	Yes	All campus website requests are handled by the web and portal committee.
3.	Inventoried all administrative websites developed by contract vendors.	Optimizing	2010	Yes	Yes	Campus website was released in December 2010 and is hosted externally.
4.	Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Initiated	n/a	No	Yes	Accessibility reporting will become a part of our Web Development and Web Maintenance process.

Conducted automated accessibility evaluations on websites and web applications.	Initiated	2010	Yes	Yes	Automatic Accessibility reporting will become a part of our Web Development and Web Maintenance process.
 Conducted manual accessibility evaluations on websites and web applications. 	Not Started	n/a	No	Yes	New campus webmaster will begin systematic manual web accessibility checks throughout the campus and its related websites.
7. Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Not Started	n/a	No	Yes	The webmaster will post evaluation results to the portal and notify campus web publishers asking them to mitigate problems with their content.
8. Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Not Started	n/a	No	Yes	The webmaster will ask web administrators to examine remediation issues and consult with them regarding needed changes as a part of scheduled updates to the review and evaluation results publishing process.
 Established a procedure to ensure that campus members involved in maintaining websites and web applications, are familiar with the web accessibility evaluation process. 	Established	2009	Yes	Yes	Workshops for web publishers that incorporate accessibility will be offered by the campus each semester.
10. Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Managed	2010	Yes	Yes	The campus currently has an ATI website on its website. Information will be incorporated to inform users to contact the webmaster. As the webmaster works with campus publishers, he is also informing them of ATI requirements and offering his assistance.
11. Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Not Started		No	Yes	The campus has presented workshops on how to produce accessible digital content but there has been no process developed to manually evaluate this content once it has been published to the web.
12. Conducted manual evaluations on digital content: videos.	Not Started		No	No	Given limited resources, the campus plans to phase this in later.
13. Conducted manual evaluations on digital content: audios.	Not Started		No	No	Given limited resources, the campus plans to phase this in later.
14. Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Not Started		No	No	
15. Established a procedure to ensure that campus members involved in maintaining digital content are	Initiated	2009	Yes	Yes	We created an ATI Website listing resources and procedures to create accessible digital content. We will update the current website with these

familiar with the web accessibility evaluation process.					resources as well as provide an ATI training schedule. Currently there is no operational evaluation process other than the Hisoft reports. The campus website is heavily under development.
16. Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Managing	2009	Yes	Yes	The campus currently has an ATI website on its website. Information will be incorporated to inform users to contact the webmaster. As the webmaster works with campus publishers, he is also informing them of ATI requirements and offering his assistance.
17. Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Initiated	2012	No	Yes	Hisoft reports on accessibility. We plan to record notifications of accessibility failures to content providers and will be provided upon request.

Area(s) of Requested Collaboration for Web Accessibility Evaluation Process		Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff	1			
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2. New Website/Web Application and Digital Content Design and Development Process

Goal	Goal	Key Accomplishments 10/11	Key Plans 11/12
	Status		
New website/web application and digital content development	Managed	Project6 work was completed in February of 2011. Currently the website is managed	Portal Version 7 needs examination to
complies with all Section 508 accessibility guidelines.		by Campus EAI. Portal upgrade version 7 was completed September 2011.	determine any 508 failures.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included. 	Managed	2010	Yes	Yes	As the webmaster works with campus publishers, he is also informing them of ATI requirements and offering his assistance. As a part of keeping our web publishers informed, the webmaster will document updates which will become an documented archive for reviewing results and changes over time.
2. Established a procedure to ensure that accessible coding techniques are used to	Managed	2010	Yes	Yes	Upgrade to Portal Version 7 was completed September 2011. A few 508 scripting errors; solutions are in process. Web developers across campus will be using the

develop new websites and web applications.					embedded system for web development which is compliant.
3. Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Initiated	2010	Yes	Yes	As the webmaster works with campus publishers, he is also informing them of ATI requirements and offering his assistance. As a part of keeping our web publishers informed, the webmaster will document updates which will become an documented archive for reviewing results and changes over time. In addition, during technology and pedagogy workshops faculty and staff will be reminded systematically about accessibility issues. We document these events as a record of accessibility information outreach across campus. A form for requesting web publishing access rights will be developed which includes information pertaining to accessibility, links to the ATI website at CSUM.EDU and at CALSTATE.EDU and who to contact on campus for assistance.
 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance. 	Managed	2010	Yes	Yes	The ATI website will list contact information for accessibility assistance. In addition, our Academic Technology website will list contact information for web developers needing assistance for compliance in web development.
 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines. 	Managed	2008	Yes	Yes	The campus will continue to offer workshops on creating accessible materials.
 Developed digital content: videos in accordance with Section 508 accessibility guidelines. 	Initiated	2010	Yes	Yes	The campus has some videos on YouTUBE but currently does not have resources to render them compliant. Expect to create a process for captioning or providing transcripts for videos on the web site.
7. Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Not Started		No	No	The campus has some videos on YouTUBE but currently does not currently have resources to render them compliant. We will continue to explore the use of Echo360 for lecture capture, Auto Sync for captioning and the use of speech to text technologies such as Dragon Naturally Speaking to create transcripts for existing video. Also we will follow recent advancements in automatic captioning by Google/Youtube.
8. Established a procedure to ensure that campus members involved in digital content development know who to contact for	Managed	2010	Yes	Yes	As the webmaster works with campus publishers, he is also informing them of ATI requirements and offering his assistance. As a part of keeping our web publishers informed, the webmaster will document updates which will become an documented

compliance assistance.	archi	ve for reviewing results and changes over time.
	In ad	dition, during technology and pedagogy workshops faculty and staff will be
	remir	nded systematically about accessibility issues. We can begin to document these
	event	ts as a record of accessibility information outreach across campus.
	A for	m for requesting web publishing access rights will be developed which includes
	infori	mation pertaining to accessibility, links to the ATI website at CSUM.EDU and at
		TATE.EDU and who to contact on campus for assistance.
		·

Area(s) of Requested Collaboration for New Website/Web Application and Digital Content Design and Development Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff	1			
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff	1			

3. Ongoing Monitoring Process

Goal	Key Accomplishments 10/11	Key Plans 11/12
Status		
Optimizing	Our main site (CAMPUSEAL.org), alumni site(iModules) and Athletics	Our webmaster will systematically
	(http://www.sidhelp.com/page/SIDSupport.php) sites have all been redesigned by	test websites in an ongoing
	outside vendors. These sites have been designed using modern Web standards.	process to ensure continuing
		compliance.
	Status	Optimizing Our main site (CAMPUSEAL.org), alumni site(iModules) and Athletics (http://www.sidhelp.com/page/SIDSupport.php) sites have all been redesigned by

Success Indicator	Status	Year	Worked	Will work	Comments
		Started	on 10/11?	on 11/12?	
			Yes/No	Yes/No	
3.	Defined	2010	Yes	Yes	Beginning the Fall semester of 2010, ongoing monitoring of the websites and web
1. Assigned responsibility for the ongoing monitoring					applications is the responsibility of the webmaster.
process of websites and web applications to a body					
(person(s) or business entity).					
2. Established a procedure to verify that any changes	Managed	2010	Yes	Yes	Web developers across campus will be using the embedded system for web updates

made to existing website and web applications comply with 508 accessibility guidelines.					which is compliant using the portal version 7 authoring tools.
 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process. 	Initiated	2011	No	Yes	Our campus form for requesting web publishing access rights has been developed which includes information pertaining to accessibility, links to the ATI website at CSUM.EDU and at CALSTATE.EDU and who to contact on campus for assistance. This form will include a notification regarding our systematic review system for maintaining ongoing accessibility in all electronic documents and web pages/applications.
4. Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Initiated	2011	Yes	Yes	A form for requesting web publishing access rights has been developed. Links to the ATI website at CSUM.EDU and at CALSTATE.EDU and who to contact on campus for assistance are available via our Academic Technologies website and our request form.
 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity) 	Managed	2010	Yes	Yes	The webmaster will use the Hisoft reports to monitor the accessibility of content.
6. Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.	Not Started		No	Yes	Our webmaster will do a systematic sweep of our web pages and documents associated with those pages. He will take a sample of documents and test them by pushing them through our accessibility software.
7. Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Not Started		No	Yes	The campus has some videos on YouTUBE but currently does not currently have resources to render them compliant. We will continue to explore the use of Echo360 for lecture capture, Auto Sync for captioning and the use of speech to text technologies such as Dragon Naturally Speaking to create transcripts for existing video. Also we will follow recent advancements in automatic captioning by Google/Youtube.
8. Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Not Started		No	No	Our target is to concentrate on the bulk of web materials, such as web pages and associated documents. The campus has some videos on YouTUBE but currently does not currently have resources to render them compliant. We will continue to explore the use of Echo360 for lecture capture, Auto Sync for captioning and the use of speech to text technologies such as Dragon Naturally Speaking to create transcripts for existing video. Also we will follow recent advancements in automatic captioning

					by Google/Youtube.
9. Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Initiated	2011	Yes	Yes	A form for requesting web publishing access rights has been developed which refers to the availability of Hisoft reports and periodic scans for accessibility compliance. Links to the ATI website at CSUM.EDU and at CALSTATE.EDU and who to contact on campus for assistance are available via our Academic Technologies website and our request form.
10. Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Initiated	2011	Yes	Yes	A form for requesting web publishing access rights has been developed. Links to the ATI website at CSUM.EDU and at CALSTATE.EDU and who to contact on campus for assistance are available via our Academic Technologies website and our request form.
11. Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Initiated	2011	Yes	Yes	Results of systematic sweeps will be documented via a spreadsheet accessible to the campus and interested parties. This document will provide adequate tracking and documentation of the ongoing evaluation of web and other digital content.

Area(s) of Requested Collaboration for Ongoing Monitoring Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

4. Exemptions and Alternatives Process

Goal	Goal	Key Accomplishments 10/11	Key Plans 11/12
	Status		
Documented non-compliant websites, web applications and digital	Not	The campus web software was updated to CampusEAI version 7 which fixes a	Continue maintenance of compliant
content must be delivered in an equally effective alternate format	Started	large number of known compliance issues. Currently all websites should be	websites.
and granted an exemption.		considered as non-exempt.	
Comments			Currently we do not view any site or
			page as needing an exemption for 508
			standards.

Success Indicator	Status	Year	Worked on	Will work on	Comments
		Started	10/11?	11/12?	

			Yes/No	Yes/No	
4.	Not		No	No	
1. Established a process for granting exemptions.	Started				
2. Documented process for handling exemptions is part of the campus Web Accessibility	Not		No	No	
Plan.	Started				
3. Established a procedure to ensure that campus members responsible for website and	Not		No	No	
web application are aware of the process for providing accessible alternate formats.	Started				
4. Accessible alternate format is in place for all website and web applications	Not		No	No	
exemptions.	Started				
5. Established a follow-up procedure to remediate non-compliant websites, and web	Initiated	2011	Yes	Yes	
applications.					
6. Established a procedure to ensure that campus members responsible for website, and	Established	2011	Yes	Yes	The campus ATI website and the web access form both
web applications, know who to contact for compliance assistance.					provide direction on contacts for compliance assistance.
7. Documentation of the website, and web application, exemptions and alternative	Not		No	No	Currently we do not view any site or page as needing an
accommodations process is archived and can be produced for inspection.	Started				exemption for 508 standards.
8. Accessible alternate format is in place for all digital content exemptions.	Not		No	No	Currently we do not view any site or page as needing an
	Started				exemption for 508 standards.
9. Established a procedure to ensure that campus members responsible for digital	Not		No	No	
content are aware of the process for providing accessible alternate formats.	Started				
10. Established a follow-up procedure to remediate non-compliant digital content.	Not		No	No	Currently we do not view any site or page as needing an
	Started				exemption for 508 standards.
11. Established a procedure to ensure that campus members responsible for digital	Established		Yes	Yes	The campus ATI website and the web access form both
content know who to contact for compliance assistance.					provide direction on contacts for compliance assistance.
12. Documentation of the digital content exemptions and alternative accommodations	Not		No	No	Currently we do not view any site or page as needing an
process is archived and can be produced for inspection.	Started				exemption for 508 standards.

Area(s) of Requested Collaboration for Exemptions and Alternatives Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff

5. Training Process

Goal	Goal Status	Key Accomplishments 10/11	Key Plans 11/12
Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.		Regular web training for content editors incorporates ATI principles and best practices.	Continue web training and highlighting ATI practices for web compliance. Monitoring of CSUM websites for compliance issues is ongoing.
Comments			

Su	ccess Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
5. 1.	Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Managed	2008	Yes	Yes	We now have a full time web master for the development of CSUM web pages and assistance to web editors.
2.	Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Managed	2008	Yes	Yes	We now have a full time web master for the development of CSUM web pages and assistance to web editors.
3.	Established a web based repository for training materials that are available to members of the campus community	Established	2011	Yes	Yes	We will continue to refine and update the site which houses our training materials.
4.	Established and deployed accessible web training program for web developers and designers.	Managed	2011	Yes	Yes	
5.	Established and deployed accessible web training program for web content contributors.	Managed	2011	Yes	Yes	
6.	Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Managed	2008	Yes	Yes	Continue to enhance and improve training sessions to incorporate latest updates in technology.
7.	Established and deployed accessible web training program for digital content: video publishers.	Not Started		No	No	The campus has some videos on YouTUBE but currently does not currently have resources to render them compliant. Also we will follow recent

				advancements in automatic captioning by Google/Youtube.
8. Established and deployed accessible web training program for digital content: audio publishers.	Not Started	No	No	We will continue to explore the use of Echo360 for lecture capture, Auto Sync for captioning and the use of speech to text technologies such as Dragon Naturally Speaking to create transcripts for existing video.
9. Training is offered on a regular schedule.	Defined	Yes	Yes	Multiple training sessions are available each semester and widely advertised.
10. Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Defined	Yes	Yes	Multiple training sessions are available each semester and widely advertised.
11. Documentation of the training sessions and attendance is archived and can be produced for inspection.	Established	Yes	Yes	Maintained in a central database for archival purposes.

Area(s) of Requested Collaboration for the Training Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

6. Communication Process

Goal	Goal	Key Accomplishments 10/11	Key Plans 11/12
	Status		
In general the campus community is aware of Section 508 guidelines to make web	Initiated	In 2011 we began training in 508 compliance/accessibility for web	Continue training
based information available to everyone (students, staff, faculty & the general public)		developers. We continued training sessions for Instructional Materials as	opportunities for both
regardless of disability.		well.	groups.
Comments			

Success Indicator	Status	Year Started	Worked on 10/11? Yes/No	Will work on 11/12? Yes/No	Comments
6.	Initiated	2008	Yes	Yes	ATI Oversight Committee regularly informs the campus regarding
1. Assigned responsibility for the communication process to a body					ATI/Accessibility issues.
(person(s) or business entity).					

2.	Established an ongoing general campus communication that promotes	Initiated	2008	Yes	Yes	Accessibility communications were improved in the context of web
	web accessibility awareness.					training.
3.	Established a procedure that incorporates electronic content Section 508	Defined	2008	Yes	Yes	Consistent training for new faculty is available annually.
	guidelines into the orientation process for new faculty.					
4.	Established a procedure that incorporates electronic content Section 508	Initiated	2011	Yes	Yes	Included new staff in ATI training for new faculty. Will explore
	guidelines into the orientation process for new staff.					continued staff attendance at this training session annually.
5.	Established a procedure that incorporates electronic content Section 508	Not		No	No	
	guidelines into the orientation process for students.	Started				
6.	Documentation of the communication process is archived and can be	Managed	2008	No	No	Continue archiving communications.
	produced for inspection.					

Area(s) of Requested Collaboration for the Communication Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

7. Administrative Process

Goal	Goal	Key Accomplishments 10/11	Key Plans 11/12
	Status		
Campus governance entities are aware	Defined	CampusEAI Version 7 has been launched and compliance testing is scheduled. Campus entities, while aware	Campus entities will be informed of
of and kept informed about web		of accessibility issues, were not involved in the web update because the responsibility was a part of both	compliance issues when regular compliance
accessibility.		the web design and hosting firms' responsibility.	testing is conducted.
Comments			

Su	ccess Indicator	Status	Year	Worked on		Comments
			Started	10/11? Yes/No	11/12? Yes/No	
7.		Managed	2008	No	No	
1.	Developed and published a Web Accessibility Plan.					
2.	Established a procedure to update and revise the Web Accessibility Plan as	Initiated	2010	Yes	Yes	The ATI Oversight committee will annually review the plan to
	necessary.					ensure timeliness.

3.	Established metrics for each of the Web Accessibility Plan areas (evaluation,	Not	No	No	Due to limited campus resources the ATI Oversight Committee
	monitoring, new development, exemptions & alternatives, training, and	Started			does not plan to establish metrics for Web Accessibility Plan
	communication).				review.
4.	Established a procedure to document the results of the metrics as applied to the	Not	No	No	
	web plan areas and to distribute those results to campus governance entities.	Started			

Area(s) of Requested Collaboration for Administrative Process	Indicator Number	Assistance Requested? Yes/No	Assistance Offered? Yes/No	Comments
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				
Briefly describe the areas in which your campus would like to collaborate with other campuses and the ATI staff				

Contributors

This information will be used for follow up questions and collaboration.

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