Year 2 Web Accessibility Annual Report - Due August 15, 2008

In compliance with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the 1973 Rehabilitation Act (as amended in 1998), the California State University Coded Memorandum AA-2007-04 requires annual reporting of the implementation of the Accessible Technology Initiative by all CSU campuses. This report focuses Priority One: Web Accessibility (Administrative), due August 15, 2008.

The questions identified in this form address your original plan from 2007 and provide a narrative description of your progress as well as obstacles in achieving your goals. Please provide updates to your original plan, reporting on significant tasks that were completed; what you expect to accomplish next year; areas of difficulty and barriers to completion; and any comments on your observations and discoveries. You may provide any attachments that you believe are relevant to this report.

1. Auditing and monitoring processes: What do you have in place and what is planned to track your prioritized redesign of websites? What criteria do you use to establish priority; who measures outcomes; who audits?	
1a. Accomplishments in 2007/2008	Cal Maritime acquired HiSoftware's AccVerify last year to use as an assessment tool for compliance. An AccVerify report was generated at the end of the Spring 2008 semester (May 2008). A subsequent report involving administrative and new web pages was produced at the end of the summer (August 2008).
1b. Plans for 2008/2009	A comparision of the two AccVerify identified common Web accessibility problems. This information will be used to provide specific instruction and training to web publishers to mitigate these common problems. The campus plans to produce an AccVerify report once a semester . Information regarding common problems will continue to be communicated to the web publishing community along with recommended remediation techniques.
1c. Barriers to completion	Use of AccVerify only once as semester involves a relearning process. Cal Maritime does not have a webmaster or web staff and faces staffing issues in regard to the web initiative.

1d. Observations/discoveries	For a campus the size of Cal Maritime, the AccVerify software seems to be an overkill. The campus should explore alternatives. The campus also needs to establish regular monthly meetings o f the ATI Web Accessibility team consisting of IT staff members Greg Crum, Donna Lichty and Steve Frazier to keep tracking and planning activities on track.
2. Accountability and documentation procedures: Who is responsible? What is documented? How is information that is gathered used to improve the process?	
2a. Accomplishments in 2007/2008	As a result of the Chancellors Office ATI team's campus visit on August 11, 2008, the campus teams noted the importance of documenting procedures and actions taken. This had not systematically been done in the past.
2b. Plans for 2008/2009	The campus plans to document training (session dates, what topics were presented, who was in attendance). In addition, it will also document progress in making the website compliant based on AccVerify and/or other reports. Greg Crum will be responsible for documenting procedures and accomplishments on the ATI web initiative. During monthly campus ATI web meetings, new procedures and documentation will be evaluated.
2c. Barriers to completion	
2d. Observations/discoveries	Documentation needs to be gathered and kept in one location.
3. New websites and content: How does your campus encourage accessible design and authoring for new additions to the administrative web?	
3a. Accomplishments in 2007/2008	Templates, accessible in Contribute, were created and deployed to insure that new pages were more accessible. The campus modified the top twenty administrative web pages to make them more compliant. Faculty and staff were provided with four workshops and one-on-one training sessions to provide instruction on the use of Contribute and the new templates. ATI best practices were included.

3b. Plans for 2008/2009	As part of a portal implementation, the campus will investigate the use of Oracle to deliver public-facing webpages. If this is feasible (and affordable), the content management system included by Oracle will replace Contribute and Dreamweaver as publishing tools to provide stronger compliance and greater accessibility. The campus will also continue to present workshops each semester and use the new Academic Technology Newsletter to encourage publication of accessible web pages.
3c. Barriers to completion	Licensing costs for Oracle
3d. Observations/discoveries	A good content management system will go a long way toward ensuring that new and modified web pages are compliant.
4. **Exceptions to accessible administrative web content (such as People Soft, your LMS or library web applications): Have you identified exceptions, and if so, how do you document these issues and your decision to leave them as an exception to accessibility? What are your plans for specific exceptions to provide accommodation to achieve equally effective alternate form?**	
4a. Accomplishments in 2007/2008	The campus has not been able to address issues with software outside of the Web server such as Peoplesoft, WebCT, etc.
4b. Plans for 2008/2009	Due to the small staff, the campus is reliant on the Chancellor's Office and sister institutions for assistance in dealing with these issues.
4c. Barriers to completion	Lack of staff
4d. Observations/discoveries	As companies bring their products into compliance, many accessibility issues with these products will be mitigated.
5. **Critical administrative websites that require remediation: What is your process for identifying critical administrative websites that require review and possible redevelopment? How will you select the most important 500 pages that need evaluation and a commitment to redevelop if needed?**	
5a. Accomplishments in 2007/2008	Google Analytics was installed by the campus to produce data on overall usage (page hits).
5b. Plans for 2008/2009	Analyze the report that details the number of hits per page to help identify the most frequently accessed pages.

5c. Barriers to completion	There is no webmaster at Cal Maritime. There is a lack of staff who can dedicate time. The campus does not have high-level expertise in web development procedures.
5d. Observations/discoveries	Because of the unique nature of the campus and a lack of dedidicated support staff/Webmaster, other priorities and urgent problems compete with this intiative.

6. **Training Plan: What is your plan to train administrative web developers, student assistants and content contributors? Have you developed curriculum? Do you have regular training times? Do you require certification and / or continuing education?**	
6a. Accomplishments in 2007/2008	Training sessions and one-on-one instruction were provided to faculty and staff last year. The beginnings of an ATI website was published to the campus server.
6b. Plans for 2008/2009	The campus will incorporate ATI information and training developed at other CSU campuses.
6c. Barriers to completion	
6d. Observations/discoveries	

7. **Communication plan: How has your communication plan proceeded this year? Have faculty, staff and students been contacted? What approximate percentage of each group has been exposed to the campus web accessibility requirements?**	
7a. Accomplishments in 2007/2008	During this summer, work progressed on an ATI website at Cal Maritime. A link to the website is provided on the main IT home page and the URL for this ATI website is http://www.csum.edu/itinfo/ATI/index.asp.
7b. Plans for 2008/2009	The ATI web committee plans to meet monthly to discuss communication plans outlined in the Web Accessibility Implementation Plan and take appropriate steps. Greg Crum will include web accessibility information in the new academic technology newsletter this fall. Orientation for new faculty and staff will also include ATI information.
7c. Barriers to completion	
7d. Observations/discoveries	More involvement is needed by faculty and staff members who are not in the IT Department.

8. Evaluation process: How is progress measured? What metrics do you use to determine if you are better off this year than last year? How did you choose your metrics?	
8a. Accomplishments in 2007/2008	
8b. Plans for 2008/2009	The reports from the AccVerifyi tool (and/or other tools) will be used to compare progress. A summary report of this comparison will be made after each run.
8c. Barriers to completion	
8d. Observations/discoveries	

9. Roles and responsibilities: Please identify the responsible parties and their roles associated with the above processes.	
9a. Accomplishments in 2007/2008	During the past year, Greg Crum (Academic Technologist), Donna Lichty (Telecommunications) and Steve Frazier (CIO) have provided leadership to the initiative. Greg Crum installed and ran AccVerify and modified templates. Both he and Donna Licthy provided workshops for faculty and staff Web publishers.
9b. Plans for 2008/2009	Donna Licthy will be crosstrained and take a more active role in the use of AccVerify. Greg Crum will create faculty webpage templates and improve existing templates to make them easier for Web Publishers to use. Both individuals will continue to offer training to Web publishers. Student help will be sought to assist with remediation that requires repetetive processes and to produce captioning and transcripts.
9c. Barriers to completion	Funding for student positions and untrained student workers present significant challenges.
9d. Observations/discoveries	

10. Milestones and timelines: How do your milestones and timelines conform to the ATI Coded Memoranda? Did you meet your milestones? If you will miss a deadline why do you think that happens? Please list strengths and weaknesses in your planning. Both will be useful for the CSU to analyze system trends.	
10a. Accomplishments in 2007/2008	The June 15 Web Accessibility 1st Year Report was produced. The top 20 or so aministrative web pages were modified to make them more accessible. New pages were published using the new templates.

10b. Plans for 2008/2009	The campus plans to take the following steps: 1. Provide specific training to web publishers on how to make PDF and MS Word documents more accessible. 2. Discuss accessibility requirements and resources during the new faculty orientation. If time permits, the "From Where I Sit" video will be shown. 3. Enhance Cal Maritime's new ATI website with web-based resources. 4. Investigate hiring a student to assist faculty and staff across all three ATI initiatives. 5. The campus team will document all ATI efforts and progress. 6. The campus will send representative(s) to the regional meeting this fall. 7. The team will explore with the VP of Academic Affairs and Academic Dean the possibility of incentives can be used for faculty involvement in ATI initiatives.
10c. Barriers to completion	
10d. Observations/discoveries	