

AP 5145 Accessibility Standards for Electronic and Information Technology

Reference:

Section 508 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

California Government Code: Section 11135

Legal Opinion M 03-09

“California Community College Guidelines for Producing Instructional and Other

Printed Materials in Alternate Media for Persons with Disabilities,” April 2000.

Distance Education: Access Guidelines for Students with Disabilities

ACCESSIBLE MEDIA

It is the District’s intent that individuals with disabilities have equal access to not only classes and programs operated by the District, but materials and resources utilized in the implementation and delivery of those classes and programs. This Administrative Procedure provides college employees with guidance in the preparation of materials and informs students and community members with disabilities as to how they may gain access to accessible materials.

Access to Print Materials in Alternative Formats

Students with disabilities attending Taft Community College District are able to receive instructional materials, and District developed materials in alternative formats to assist them in achieving academic, cultural and social success. Alternative format includes audio (books on tape, CD or MP3), Braille, electronic text, large print or tactile graphics (raised lines representing graphics or diagrams of pictures). In addition, members of the community who possess a disability may request to have community college district published materials in alternative formats. Students with disabilities must provide the Disabled Students Programs and Services (DSPS) documentation verifying a disability that limits one or more major life activities and imposes an educational limitation. If this restriction impacts their access to media (print, visual, audio) related to college classes, programs or other services and activities, reasonable accommodation will be provided as discussed in the preceding paragraph. Students must make their alternate media their accessible media. Faculty can assist in this process by including a statement in their syllabi advising students with disabilities to contact the Disabled Students Programs and Services (DSPS) to request services. If an instructor provides instructional materials which no alternate media is made available, the student may seek accommodation by contacting the Section 508

Compliance Officer or the Disabled Students Programs and Services (DSPS) for assistance.

Community members who have a disability may contact the District to request material in alternative formats. These requests must be made ten working days prior to the event to ensure timely preparation and delivery of the requested materials.

Electronic and information technology accessibility

All materials, instructional and non-instructional must meet the standards of Section 508 (electronic) and Section 504 (print) of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194 and be accessible to individuals with disabilities upon request. This includes: (1) products such as telecommunications, video and multimedia, and desktop and portable computers; (2) assistive software; and (3) informational presentations such as web pages and PowerPoint presentations. This also includes Faculty-authored instructional materials. Faculty and Staff may obtain assistance from several individuals and departments on campus, such as DSPS, and the Distance Education Coordinator.

Furthermore, Section 508, which governs federal agencies (see 29 U.S.C., §794d; 36 C.F.R. §1194.1) is made applicable to California governmental entities through Government Code §11135. That section specifically required that electronic and information technology be made accessible to disabled persons in a manner that is comparable to the access enjoyed by non-disabled persons unless it would impose an undue burden to do so.

Captioning Policy and Procedure:

The most effective means of providing equal access to videos, movie clips, DVDs, and films is through the use of products with open or closed-captioning. It is the responsibility of all units/departments, administrators, faculty and staff to utilize only media products with open or closed-captioning and/or provide an alternate format, such as a script.

New Video/DVD/Film Releases:

It is the responsibility of the unit/department, administrators, faculty and staff to:

1. Purchase and use captioned videos/DVDs/films for teaching purposes within their particular classroom and/or unit/department;
2. DVD/film with captioning in the place of an older version without captioning;

3. Update all video/DVD/film stock to include only those with captioning;
4. Create captions for any university-created video.

Non-captioned Video/DVD/Film Releases:

It is the responsibility of the unit/department, administrators, faculty and staff to:

1. Transition their media materials into captioned and accessible products for all;
2. Contact distributor to inquire about availability of captioned version of the video/DVD/film;
3. Consult with the library to inquire about availability of captioned version of the video/DVD/film;
4. Make a determination if the video/DVD/film is essential to a course outline or may be deleted from a syllabus or planned program;
5. If film is absolutely pertinent to the essential components of the curriculum or program and no other film can be substituted, present request to have film captioned to department chair.

Closed captioning of all videotaped distance education course materials shall be provided to persons with hearing disabilities.

Podcasts must also be made accessible to students with disabilities upon request. Audio podcasts must have a text transcript, while video podcasts must have captioning. These accessible elements must be in place before uploading. If assistance is needed, contact the Distance Education Coordinator.

Web Site Accessibility

The District and its components, in their development, management and maintenance of a comprehensive District-wide website, shall comply with federal and state laws including copyright, license and accessibility laws and electronic communication policies. Information and applications available through Taft College Website and related web pages should provide ease of navigation, universal access, accuracy and currency of information. The District's website shall, at a minimum, meet provisions outlined in Section 508 of the Rehabilitation Act 1973, California Government Code Section 11135 and the World Wide Web Consortium (W3C) level AA standards. The Taft College website and its related

components will be reviewed and monitored for accessibility by the District's Section 508 Compliance Officer, Webmaster, and/or 508 Oversight Committee. The software is available to evaluate and repair web content for accessibility.

Taft Community College District has implemented a robust website to deliver access and services to our students which complies with our mission. The web provides a more efficient and effective source of information about the college's programs, services, faculty, and staff. All District employees and everyone associated with the college who access to Taft College's website and its related sites have the responsibility to use these resources in a professional, ethical and lawful manner.

District Publications, Including Brochures, Handbooks, Syllabi, Phone Directories, Etc.

All-District publications, brochures, handbooks, syllabi, phone directories, etc., intended to convey information regarding courses, programs, or general information to students or members of the public, shall be made available in alternate formats such as Braille, large print, or audio. All such printed material shall include the following statement:

ALTERNATIVE FORMATS

This publication can be made available in an alternative format. Please contact the Taft Community College District (661)763-7700.

All-District posters, flyers, and other print materials, intended to convey information regarding one-time only concerts, lectures, discussions, and communication to students or members of the public, shall include the following statement:

Public Notice - Nondiscrimination

Taft Community College District does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disabilities in any of its programs or activities. Taft Community College District is committed to providing reasonable accommodation for persons with disabilities. Requests for accommodations should be made ten working days before this advertised program.

All-District publications containing one or more telephone numbers shall include the TTY number (661) 763-7956 for access for people with deafness.

Development, Procurement, Maintenance or Use of Electronic and Information Technology

The purchase of products available for use by students shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act. Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall verify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

“The Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and it is implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless Taft Community College District from and against any claim arising out of its failure to comply with these requirements. Inability to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.”

Questions regarding compliance with this Administrative Procedure should be directed to the Compliance Officer of section 504 and 508 or the High Tech Access Specialist. Violations of this Administrative Procedure will be addressed by that Compliance Officer of section 504 and 508 who will ensure that assistance is provided to remedy the accessibility issue.