



2.17P

ACCESSIBILITY OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Title 5, Sections 59300, et seq
Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code, Section 794d)
36 CFR, Sections 1194.1, et seq.
Government Code, Section 11135
California Government Code 7405
ADOPTED: _____, 2019

The Sonoma County Junior College District has developed these procedures to promote an inclusive and diverse learning environment, committed to removing barriers to learning. Information and Communications Technology (ICT) is a means by which the District provides critical information to students, faculty, staff and other constituents, and it shall be equally available to all members of the District community.

I. SCOPE

The Sonoma County Junior College District requires that ICT resources and services produced, maintained, distributed, and/or purchased by the District for use by students, staff, faculty, and visitors, including those with disabilities, be accessible.

II. DEFINITIONS

Accessibility: means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and experience the same services, within the same timeframe, as individuals without disabilities, with substantially equivalent ease of use. The concept of accessibility is distinct from that of accommodation, which refers to supports and services provided directly to an individual to assure equal access.

Information and Communications Technology (ICT): includes e-learning and information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. The term ICT includes, but is not limited to:

- the internet and intranet websites
- content delivered in digital form
- bulk emails
- electronic books and electronic book reading systems
- search engines and databases
- learning management systems
- classroom technology and multimedia
- online courses



- equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information
- other such technology that may be developed in the future.

Web Content Accessibility Guidelines (WCAG): the World Wide Web Consortium (W3C) guidelines for creating accessible Web content.

III. RESPONSIBILITIES

Accessibility standards at the Sonoma County Junior College District are designed to evolve and change as newer technologies are introduced and user needs shift. At the same time, the standards maintain a consistent framework for accessibility training and support services.

All District employees who are responsible for information and communications technology produced, maintained, distributed, purchased and/or used by the SRJC community are required to ensure that accessibility standards for individuals with disabilities are met by said technology. District staff and resources shall be available to educate and support employees working towards meeting ICT accessibility regulations.

1. Procurement of ICT:

Any member of the District community who seeks to purchase or utilize new ICT must ensure that the product is accessible, in consultation with the Coordinator of Online Accessibility, before purchasing or acquiring it. If a fully conforming product cannot be found, the most conforming product must be purchased. In the case of a non-conforming purchase, the responsible department must commit to ensuring that the service in question can be accessed in a timely manner and alternate format by an individual with a disability. If an equally effective accommodation cannot be provided, use of the ICT cannot be required.

2. Development of ICT:

Developers and programmers must ensure that newly developed ICT is in conformance with accessibility standards, or must provide alternative formats for the content in question. Accessibility determinations may be made in consultation with the Coordinator of Online Accessibility.

3. Creation of Online Content:

All District employees who create content published on District websites, Learning Management Systems and any other online platforms must ensure that such content is accessible and conforms to the current WCAG standards. Assistance and guidelines will be provided by the Instructional Accessibility Specialist and the Coordinator of Online Accessibility. The District will deliver regular accessibility training.

In the case of non-instructional online content, if after good faith effort such content cannot be made accessible, accommodation options for users unable to access the content will be offered at the point of use.

In the case of instructional online content, if after good faith effort to make such content accessible, it is determined that the required changes would fundamentally alter the nature of



the instructional activity, consideration may be given for an Accessibility Exception. Requests for an Accessibility Exception will be considered on a case-by-case basis, based on the nature of the instructional content and the scope of the accessibility limitations.

A faculty member may submit an Accessibility Exception Request Form, which will be routed to the DSPS Coordinator and the Instructional Accessibility Specialist, who will then convene an Accessibility Exception Review Panel.

Accessibility Exception Review Panel:

The panel will be convened to determine whether the course shall receive an Accessibility Exception. The Instructional Accessibility Specialist, in conjunction with the DSPS Coordinator, will establish an Accessibility Exception Review Panel consisting of the following members (or designees):

- Faculty member from Instructional Area with content area expertise
- Department Chair or designee
- The DSPS Coordinator
- Director of Distance Education
- Instructional Accessibility Specialist

Additional members may be added in order to ensure a meaningful review process. The faculty member initiating the request will not be a member of the panel.

The panel will consider whether making the course accessible will fundamentally alter the nature of the course, and will strive to reach consensus regarding the granting of an Accessibility Exception. If, after thorough discussion, consensus cannot be reached, the decision will be made by majority vote.

The panel will provide prompt written notice of their decision to the faculty member and supervising administrator.

4. Audits:

The District will conduct audits of all ICT. Audits of all public facing websites will be scheduled regularly, while other ICT will be audited periodically. As needed, remediation will occur with input from all relevant constituent groups.

Accessibility Reviews will be scheduled for all Distance Education courses being taught for the first time by a particular instructor. In addition, the District will perform an Accessibility Review for all Distance Education courses at least every six years. This review will include all class material required or realistically necessary for completion of a class, and all Distance Education class materials hosted at SRJC.

5. Notice:

The District shall post a Notice on its website (on its home page and throughout the website, including all subordinate pages), to persons with disabilities regarding how to request the webmaster or other appropriate person to provide access to online information or functionality that is currently inaccessible.



IV. COMPLAINT PROCESS

Complaints regarding the accessibility of ICT shall be filed with the ADA Coordinator-Compliance Officer.

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