# 1700.170 INFORMATION TECHNOLOGY ACCESIBILITY PROCEDURE

## A. STUDENT ACCESS SERVICES DIRECTOR:

### 1. Shall communicate technology accommodations requests to impacted faculty and staff.

### 2. Shall direct faculty and staff who are working to address the accessibility needs of students to the teaching and learning success center coordinator and the accessible technology work group for support, as appropriate.

## B. TEACHING AND LEARNING SUCCESS CENTER COORDINATOR AND ACCESSIBLE TECHNOLOGY WORK GROUP

### 1. Shall convene on a monthly basis to address accessible technology concerns and WVC community questions, as they pertain to WVC policies, procedures and protocols.

### 2. Shall promote awareness and dedication to accessibility throughout the WVC district via professional and student training and development opportunities.

### 3. Shall mediate student accessibility requests and/or grievances as needed.

### 4. Shall coordinate instruction and support for campus community members creating WVC websites and content so that individuals who author web content will do so in accordance with WCAG 2 Guidelines AA Standards.

### 5. Shall review campus status reports for compliance with this procedure and accompanying policy and review requests for exception on a case-by-case basis.

### 6. Shall initiate a review of and make necessary changes to this procedure and accompanying policy at least once every two years.

## C. DIVERSITY AND CULTURAL ENRICHMENT AND SUPPORT FOR LEARNING CORE THEME COUNCILS

### 1. Shall provide oversight for the policies and decisions made on the part of the accessible technology work group.

## D. LIBRARIES AND LEARNING TECHNOLOGIES (including information technology)

### 1. Shall expend every reasonable effort to ensure the accessibility of technologies procured, developed, or substantially modified or enhanced following the effective date of this procedure and accompanying policy. Such technologies include, but are not limited to: WVC websites, learning management systems, student information systems, electronic documents, instructional materials and assessment tools.

### 2. Shall review current technologies for accessibility and, wherever possible, resolve any identified deficiencies at least once every year.

## E. ALL DEPARTMENTS AND PROGRAMS

### 1. Shall comply with web accessibility standards when creating web content, sites and programs.

### 2. Shall ensure that online activities are hosted in accessible environments and that online content meets the standards outlined in this procedure and accompanying policy.

### 3. Shall work with the teaching and learning success center coordinator and/or the student access coordinator to address student accessibility requests and/or concerns as needed.

## F. EXCEPTIONS

It is expected that all reasonable attempts are made, particularly on the part of information technology, to procure, develop, modify, or enhance electronic and/or web-based learning technologies and environments that are accessible to all students, except in the following instances:

### 1. An accessible alternative to the technology under review does not exist.

### 2. Accessible alternatives are cost-prohibitive to WVC departments and programs and accommodations to meet individual students’ needs are available.

Requests for exceptions shall be reviewed and either granted or denied by the accessible technology work group, with oversight from the diversity and cultural enrichment and support for learning core theme councils when needed, on a case-by-case basis.

Approved by the president’s cabinet: 12/13/16

Presented to the board of trustees: 1/18/17

Last reviewed: \_\_/\_\_/\_\_

Procedure contact: Technology

Related policies and procedures

 700.170 Information Technology Accessibility Policy