



## The University of Tennessee Chattanooga Accessible Technology Initiative

### Purpose

The Accessible Technology Initiative was implemented to guide the campus in ensuring that information **technology resources and services are accessible to all students, faculty and staff at the University of Tennessee at Chattanooga.**

### Policy

All UTC programs, services, and activities should be accessible to all students, staff, faculty, and the general public. This encompasses all technology products used to deliver academic programs and services, student services, information technology services, and auxiliary programs and services.

UTC's Accessible Technology Initiative (ATI) implementation approach is driven by the following principles:

- Technology accessibility is an institution-wide responsibility that requires commitment and involvement from leadership across the enterprise.
- Technology access for individuals with disabilities must provide comparable functionality, affordability, and timeliness and should be delivered in as seamless a manner as possible.
- The implementation of Universal Design principles should reduce the need for, and costs associated with, individual accommodations for inaccessible technology products.

### Procedure

- Require VPAT prior to purchase of instructional software prior to adoption
- Follow same procedure for other purchases
- Create an oversight committee – membership to include Associate Provost for Academic Affairs, and representatives from Disability Resource Center (2), Purchasing, Distance Education, IT, and 2 faculty members
- Consultation with the Office of General Counsel and ADA Coordinator, as appropriate



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### Goals and Success Indicators

#### *Technology Accessibility Goals*

- **Web Accessibility Evaluation Process:** Identify and repair or replace inaccessible websites, web applications, and digital content.
- **New Website/Web Application and Digital Content Design and Development Process:** New website/web application and digital content development meets campus accessibility standards.
- **Ongoing Monitoring Process:** Updating and maintenance of websites/web applications and digital content meet campus accessibility standards.
- **Exemptions and Alternatives Process:** Effective alternative formats are adopted for websites and content not meeting campus accessibility standards.
- **Training Process:** Professional development websites, web applications, and digital content meet campus accessibility standards.
- **Communication Process:** The campus community is aware of campus standards and guidelines to make web based information available to everyone (students, staff, faculty & the general public) regardless of disability.
- **Administrative Process:** Campus governance entities are aware of and kept informed about web accessibility.

#### *Procurement Accessibility Goals*

- **Procurement Procedures:** An ATI Electronic and Information Technology (E&IT) Procurement Plan, documents, forms, and other materials to support procurements at the campus are created and published.
- **Staffing or Role Definition:** ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.
- **Equally Effective Access Plans:** Equally Effective Access Plans are created for E&IT products that are not fully compliant with accessibility standards.
- **Training:** All parties involved in E&IT procurement have been trained, and a continual training program is in place.
- **Outreach (Communications):** All individuals on campus involved in the purchasing of goods are knowledgeable about accessibility standards in the context of E&IT procurement.
- **Evaluation & Monitoring:** Campus has established a continual evaluation process with standard forms and procedures. Feedback from the process along with direction is provided to training, outreach, and other groups involved in E&IT procurements.
- **Experience/Implementation:** Campuses have sufficient experience and expertise in completing E&IT procurements.

#### *Instructional Materials and Equipment Accessibility Goals*

- **Timely Adoption:** The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.



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- **Identification of Instructional Materials for Late-Hire Faculty:** The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.
- **Early Identification of Students with Disabilities:** The campus has implemented a comprehensive plan to ensure that students with disabilities can self-disclose and able to request alternate media materials in a timely manner.
- **Faculty Use of Learning Management Systems (or non-Learning Management System) Course Websites:** The campus has implemented policies and procedures to promote the posting of all required curricular and instructional resources (including learning management systems, print-based and multimedia materials) in a central, accessible electronic location.
- **Accessibility Requirements for Multimedia:** The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the adoption process for all multimedia-based instructional resources.
- **Accessibility Requirements for Curricular Review and Approval:** The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.
- **Supporting Faculty Creation of Accessible Instructional Materials:** The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.
- **Communication Process and Training Plan:** The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.
- **Process Indicators:** Accessible Technology Initiative (ATI) Committee has sufficient breadth, resources, and authority to effectively implement a comprehensive ATI initiative.



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Accessible Technology Initiative

**Review**

- Responsible Administrator – Provost
- This operating procedure will be reviewed every three years by the Chair of the Policy Review Committee, with recommendations for revision presented to the Chancellor by – June 1. *For information about this policy, contact the Disability Resource Center.*

**Authorization**

Responsible Administrator: \_\_\_\_\_  
Provost Date

Policy Review Committee: \_\_\_\_\_  
Chairperson Date

Office of General Counsel: \_\_\_\_\_  
Assistant General Counsel Date

Chancellor: \_\_\_\_\_  
Chancellor Date

OP \_\_\_\_\_  
Effective: \_\_\_\_\_  
Reviewed: \_\_\_\_\_  
Revised: \_\_\_\_\_