ATI Instructional Materials Annual Report AY15/16

1. Campus

Campus Name - Required

Chico

2. 1.0 Timely Adoption

Goal 1.0: The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.

1.0 Goal Status - Required

Established

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Managed transition from AS bookstore to Follett

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Distribution plan for administrators

Comments

1.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
1.1 Campus has formally documented (e.g. Policy, Resolution, or Procedure) a process to ensure the timely adoption of textbooks and other instructional materials. [Commitment]	Managed				Procedure(Since 2012) responsibility lives with Michael Krause - Follett Bookstore. Adopted faculty late hire policy. Policy lives in DSS Bay ATI folder.
1.2 Campus has developed capacity (e.g. established practices, specified staff time, educational/training resources, and/or technology) to achieve compliance with timely adoption. [Ability]	Managed				Communication about timely adoption of textbooks has grown. ARC, OATS and the Follett bookstore have a unified responsibility to get this information to the campus. Communication in person: New Faculty Orientation, departmental meetings, CELT, e-learning academy. Communication electronic: Blasts from the bookstore to college ASC's, and information on Follett webpage.
1.4 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM by established campus deadline. [Measurement]	Managed				Data is tracked by Follett Bookstore(Michael Krause). Data reflects percentage by due date and percentage by buyback.
1.5 Campus has established a process to distribute performance reports regarding timely adoptions to campus administration at least annually. [Measurement]	Initiated			X	Discussion have take place as to the best way to do this. At this time we send reports when requested, not annually.

Collaborating on Goal 1 - Timely Adoption

	1.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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3. 2.0 Identification of IM for Late-Hire Faculty

Goal 2.0: The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.

2.0 Goal Status - Required

Defined

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Late Hire plan distributed to a wider audience
Accomplishment 2 : Faculty responsibility document

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Compile data and distribute to administrators

Comments

2.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
2.1 All academic units have implemented specific procedures for late hire or adjunct faculty members for the timely adoption of curricular materials. [Ability]	Established				New late hire policy written by Sandy Parsons and approved by ATI Steering Committee.
2.3 Campus has established a process to gather data (e.g. percentage and number) regarding adoption of IM for late-hire adoptions. [Measurement]	Initiated			X	Initial discussions have taken place as to the best way to gather data. At this point we would work with academic departments and Follett Bookstore to obtain data.
2.4 Campus has established a process to distribute performance reports regarding timely, late-hire adoptions to campus administration at least annually. [Measurement]	Initiated			X	Initial discussions have taken place on how to best distribute data once obtained. At this point we would email data to appropriate administration if requested.

Collaborating on Goal 2 - Identification of IM for Late-Hire Faculty

	2.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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4. 3.0 Early Identification of Students with Disabilities

Goal 3.0: The campus has implemented a comprehensive plan to ensure that students with disabilities are identified and able to request alternate media materials in a timely manner.

3.0 Goal Status - Required

Established

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Data plan has been devoloped

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Put data plan into action

Comments

3.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
3.1 Campus has implemented a system to provide early registration for alternate media-eligible students. [Ability]	Optimizing				ARC priority registration accommodation. All student data can be reviewed and process can be updated if necessary.
3.2 Campus has implemented a system to track early registration usage by alternate media-eligible students (to allow media programs sufficient time to produce media and to document student conformance with media submissions procedures). [Measurement]	Established				This process is a collaborative effort between Accessibility Resource Center and the Office of Accessible Technology and Services. OATS coordinator works with ARC counselors to verify Alternate Media eligible students. Priority Registration is also verified at this time. OATS coordinator takes that list and tracks Priority Registration on PeopleSoft. Results are compiled and given to ARC counselors and director 3 weeks after registration has begun.
3.3 Campus has implemented a system that allows alternate media requests to be submitted without appearing in-person during regular business hours (e.g. web-based forms, integration with student registration portal). [Ability]	Defined			X	Students email class schedules to oats@csuchico.edu if they cannot appear in person. Student request portal function is being worked on.
3.4 Campus has implemented a system to track the timeliness of alternate media requests. [Measurement]	Managed				Excel tracking sheet living in DSS Scans bay folder. Data can be produced from Spring 2013.
3.5 Campus has developed specific measures of success for early identification of students with disabilities (e.g., percentage of eligible students who utilize early registration) and implemented a system to track these measures. [Measurement]	Initiated			X	This data is not currently being tracked but could. Resources for completing this task are currently being looked at.

Collaborating on Goal 3 - Early Identification of Students with Disabilities

	3.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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5. 4.0 Faculty Use of LMS (or non-LMS) Course Websites

Goal 4.0: The campus has implemented policies and procedures to promote the posting of all required curricular and instructional resources (including print-based and multimedia materials) in a central, accessible electronic location.

4.0 Goal Status - Required

Defined

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : ITPR in place for tools that create content in LMS
Accomplishment 2 : Process developed for accessibility review of content in LMS

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Continue to grow review process
Plan 2 : Establish remediation team and track data

Comments

4.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
4.1 Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the posting of instructional materials to a central, electronic location (e.g. LMS, lecture capture system, course website	Initiated			X	Ad hoc process exists. The only requirement at this point is to have an electronic syllabus posted to the LMS.
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Initiated			X	Potential changes coming in BB Learn. (Ally) Campus needs to build a process around the tool. Preliminary discussions have taken place. ITPR process exists for tools used within the campus LMS.
4.4 Campus has implemented procedures to accelerate the delivery of alternate media					High kurzweil usage college. Materials distributed through

materials to improve timeliness (e.g. electronic delivery via campus LMS or FTP). [Ability]	Managed				distributed through cloud based version 14. Kaltura for video content
4.5 Campus has implemented a procedure that provides alternate media production staff with timely access to instructional materials within the central electronic location. [Ability]	Established			X	OATS manager now has access to the central LMS. This allows alternate media staff access to course materials on demand.
4.7 Campus has established a process to review vendor documentation and/or conduct product testing to determine the accessibility support provided by the central, electronic location (e.g. LMS, le	Established				ITPR review in Team Dynamix, DLT test system, TLP test function
4.8 Campus has established a process to periodically request and review updated vendor documentation and/or conduct updated product testing for the central, electronic location. [Measurement]	Established				Re-inspected annually at a minimum through ITPR process.
4.9 Campus has developed an Equally Effective Alternate Access Plan (EEAAP) that addresses how the campus will ensure equal access for individuals with disabilities to IM stored within the central	Initiated			X	Collaborative plan being worked on by OATS, TLP, CELT and DLT.
4.10 Campus has established a process to measure the extent to which IM are posted to the central, electronic location. [Measurement]	Defined				New processes have now allowed up to capture this data. Scans of the LMS are now being conducted to tell us the extent of our Instructional Materials. This process will be grown in the next couple of years.

Collaborating on Goal 4 - Faculty Use of LMS (or non-LMS) Course Websites

	4.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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6. 5.0 Accessibility Requirements for Multimedia

Goal 5.0: 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.

5.0 Goal Status - Required

Established

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : ITPR process to check tools that create IM
Accomplishment 2 : LMS audit process
Accomplishment 3 : Communication increase in workshops with Academic departments

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Grow the audit process
Plan 2 : Inventory all media on the LMS

Comments

5.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
5.1 Campus has developed and implemented accessibility requirements for selecting and adopting multimedia curricular materials (e.g. requirements for captions, transcripts, audio description, accessible web players). [Commitment]	Established				Caption policy in place as of (2016). Web players go through ITPR. ITPR process in place for all tools and EIT.
5.2 Campus has established a strategic process, based on available resources, for prioritizing the remediation of inaccessible multimedia materials. [Commitment]	Initiated				Central LMS now allows for accessibility check to be completed on courses. This data can then be extracted to help remediation team. This team has yet to be created formally. As of now remediation is completed as time allows.
5.3 Campus has established a process to inventory existing multimedia content including usage data. [Measurement]	Initiated			X	Discussions have taken place on how to best compile this data. The data can be retrieved from the DLT team but is currently not reported. No formal process exists.
5.6 Campus has specified staff for addressing the accessibility of existing and planned multimedia content. [Ability]	Defined				OATS and TLP share responsibility
5.7 Campus has acquired tools for addressing the accessibility of existing and planned multimedia content. [Ability]	Defined				All proper testing tools acquired. Kaltura reach BB Learn tools Additional discussion in place for possible tool for PDF and Doc remediation (Commonlook)
5.8 Campus has established work space for addressing the accessibility of existing and	Managed				OATS and TLP labs

planned multimedia content. [Ability]					
5.9 Campus has specified staff to coordinate with **post-production** captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Managed				OATS now captions with guidelines from AutomaticSync. Larger and more difficult videos are sent to AutomaticSync for remediation. Videos are pushed back through Kaltura or Youtube. Current turnaround time is 3-5 days.
5.10 Campus has specified staff to coordinate with **real-time** captioning/transcription vendors and/or campus personnel that provide this service. [Measurement]	Managed				Dboyes/CCarey/OATS are responsible and vendors are all in place.

Collaborating on Goal 5 - Accessibility Requirements for Multimedia

	5.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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7. 6.0 Accessibility Requirements for Curricular Review and Approval

Goal 6.0: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.

6.0 Goal Status - Required

Defined

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Audit review process plan
Accomplishment 2 : Continued growing workshop attendance
Accomplishment 3 : departmental presentation increase

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Grow audit review
Plan 2 : Compile review data and distribute appropriately

Comments

6.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
6.2 Campus has established accessibility standards or guidelines for selecting, authoring, and procuring curricular materials (e.g. documents, videos, web/mobile applications). E.g., Course Accessibility Checklist. [Commitment]	Established				Course Accessibility Checklist located in DSS Scans Bay folder
6.4 Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]	Not Started			X	Current process does not allow for check before posting only after.
6.5 Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement]	Defined				TLP, QOLT, Academy of E-learning all incorporate accessibility at the time of re-design. Process can be grown but is currently in a limited capacity.
6.6 Campus has established a process to track courses that have been reviewed/revised for accessibility support. [Measurement]	Defined				A category button has been activated in central LMS. This allows for review and revision to be tracked for accessibility support. This data can be extracted on demand. Reports can also be generated.

Collaborating on Goal 6 - Accessibility Requirements for Curricular Review and Approval

	6.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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8. 7.0 Supporting Faculty Creation of Accessible IM

Goal 7.0: The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.

7.0 Goal Status - Required

Established

Key Accomplishments AY15/16 (Please list 3 to 5)

Accomplishment 1 : Increased faculty knowledge of available tools and support
Accomplishment 2 : Captioning service
Accomplishment 3 : PDF remediation service
Accomplishment 4 : New Accessible syllabi templates

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Continue captioning service
Plan 2 : Develop remediation plan for PDF and Docs

Comments

7.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]	Initiated			X	Faculty responsibility document exists on ARC website. Plan to distribute this information to the larger population is currently being worked on.
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Defined				Accessible template on TLP site and in the process of senate approval. CELT also provides material examples.
7.5 Campus has established a procedure and provided associated tools to allow faculty and/or instructional staff to verify the accessibility of curricular content. [Ability]	Defined				Acrobat to check PDF accessibility, Word to check doc accessibility. Caption guidelines to check audio/video content.
7.7 Campus provides access to technology to support faculty creation of accessible instructional materials (e.g. workstations, software, scanners) [Ability]	Managed				TLP labs and demo room
7.8 Campus provides personnel resources (e.g. instructional designers, lab technicians, and student assistants) necessary to support faculty creation of accessible instructional materials. [Abilit	Managed				TLP has 5 instructional designers and 12 student assistants. OATS has 12 student assistants and Coordinator.
7.9 Campus has established a process to provide digital copies of course readers to alternate media production staff upon request. [Ability]	Defined				Currently readers are provided in hard copy to OATS staff then are made digital.
7.10 Campus has established a process to provide digital copies of library electronic reserves to alternate media production staff upon request. [Ability]	Established				Forwarded to OATS Through ATC staff in the library

Collaborating on Goal 7 - Supporting Faculty Creation of Accessible IM

	7.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
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9. 8.0 Communication Process and Training Plan

Goal 8.0: The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.

8.0 Goal Status - Required

Established

Key Accomplishments AY15/16 (Please list 3 to 5)

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Grow awareness campaign
Plan 2 : Put on ATI Open house

Comments

8.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Established				Orientations, CELT and individual/group sessions each semester
8.3 Campus has developed and disseminated a variety of training materials, both in content and modality (e.g. quick use guides, workshops, FAQ), for selecting, authoring, procuring, and distributing accessible instructional mater	Established				5 clicks, web demos, cascade training, workshops (at least 3 times a semester).
8.5 Campus tracks participation in and usage of training materials and activities for authoring, conversion, and delivery of accessible curricular materials (e.g. # of workshop attendees, # of users who download templates or watch videos). [Measurement]	Established				Data can be tracked through sign ins.
8.7 Campus provides personnel necessary to support the awareness campaign. [Ability]	Established				OATS/ARC/TLP/CELT/Web Services/DLT/Procurement/ITSS/IRES
8.8 Campus provides resources necessary to support the development of awareness campaign. [Ability]	Established				Full backing of SA/IRES/CELT
8.9 Campus provides personnel necessary to support the training activities. [Ability]	Established				OATS/ARC/TLP/CELT/Web Services/DLT/Procurement/ITSS/IRES
8.10 Campus provides resources necessary to support the development and delivery of training activities. [Ability]	Established				Full backing of SA/IRES/CELT
8.11 Campus has integrated accessibility into faculty orientations [Measurement]	Managed				Since 2012

Collaborating on Goal 8 - Communication Process and Training Plan

	8.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
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10. 9.0 Process Indicators

Goal 9.0: The campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.

9.0 Goal Status - Required

Established

Key Accomplishments AY15/16 (Please list 3 to 5)

Key Plans AY16/17 (Please list 3 to 5)

Plan 1 : Bring in new employees to IM Group

Comments

9.0 Success Indicators

	Status -- Required	Year Started	Worked on in AY15/16	Will work on in AY16/17	REQUIRED Evidence/Comments
			Yes	Yes	
9.1 Campus IMAP committee membership consists of stakeholders from all key units (Student Affairs, Academic Senate, Curriculum Committee, Academic Technology, Library) as well as faculty, staff and students. [Commitment]	Established				Committee has had all of these stakeholders but is in the process of being revamped due to personnel changes
9.3 Campus has established a process to review and revise the campus ATI Instructional Materials plan on an annual basis. [Measurement]	Managed				OATS Coordinator

Collaborating on Goal 9 - Process Indicators

	9.0 Success Indicator Number	Assistance Requested	Assistance Offered	Comments
		Yes	Yes	
1				
2				

11. Contributors

Final Comments

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Jeremy	Olguin	Coordinator/OATS and ATI		
2	David	Rowe	Manager, DLT		
3	Zach	Justice	Director/CELT		
4	Laura	Sederberg	Director/TLP		
5					

Required - Accuracy of Report Data

Sandy Parsons for Drew Calandrella

Required - Updated Campus Plan Declaration

Sandy Parsons for Drew Calandrella

Required - ATI Sponsor to receive submission notification and PDF of report responses:

Sandy Parsons

Required

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