

Five-Year Accessibility Plan

Forsyth Technical Community College

Year One - Awareness

Year one (1) activities begin on August 1, 2016. Activities will focus on awareness and training for faculty and staff. Forsyth Tech will provide professional development opportunities and information sessions to all areas of the College. Topics will include information on accessibility challenges for students and employees, published accessibility standards, best practices for integrating accessibility throughout College operations, and how to provide an accessible environment to all constituents.

Goals

Goal	Goal Detail	Stewardship
Awareness Campaign	<p>Employees will be trained on the importance of providing accessible services to students and colleagues. Training will be made available in several formats, including:</p> <ul style="list-style-type: none"> • Workshops and Professional Development Seminars • Online Accessibility Resource Center • Weekly Tips/Tricks Campaign posted to Techlink • Mandatory module for all faculty and staff added to the annual compliance training program 	<p>Center for Transformative Learning (CTL)</p> <p>Technology Accessibility Committee (TAC)</p>
Professional Development	<p>Training activities will focus on general accessibility. Sessions will be developed that will educate users on how to create accessible documents, presentations, multimedia content, and universal design concepts.</p>	<p>Web Services CTL</p> <p>Talent Knowledge Development (TKD)</p>
LMS Accessibility	<p>The Center for Transformative Learning (CTL) will begin an accessibility assessment of all tools and plugins used in Blackboard and other e-Learning platforms in use at the College. Development will begin for technical standards for courses with online content. All tools and plugins that are not accessible to be phased out by year four (4).</p>	<p>CTL</p>
Website / Application Review	<p>Information Technology Services (ITS) will conduct a formal review of the website and other web-based applications that the College purchases from 3rd-parties or develops internally. Training will be provided to anyone responsible for maintaining departmental sites within Techlink on web-accessibility standards.</p>	<p>Web Services</p>
Procurement Activities	<p>Forsyth Tech will begin to evaluate and develop procurement policies for accessible products. This includes software, equipment, textbooks, and multi-media products.</p>	<p>Purchasing ITS</p>
HR Onboarding Process	<p>Accessibility compliance training will become a component of the new employee orientation process.</p>	<p>Human Resources TKD</p>

Note: All areas of the College must meet accessibility guidelines, including (but not limited to): online and seated courses, marketing and recruiting materials, websites, software, textbooks, multi-media, classroom materials, digital signage, electronic communications, admissions, placement testing, financial aid, furniture, and equipment 1

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Suggested Activities

- 1) Produce 'Tips' for making documents accessible. Develop a rotating schedule for posting the tips on Techlink.
- 2) Finalize the 5-Year Accessibility Plan and gain support from senior level executives.
- 3) Arrange to roll-out the 5-Year Accessibility Plan with each Division, identifying goals and barriers to implementation.
- 4) Offer Professional Development sessions around ADA and awareness.
- 5) Include "ADA Creating Accessible Word Documents" in the annual mandatory compliance training for all employees.
- 6) Identify and publish accessibility standards that Forsyth Tech will adopt for use during implementation of the 5-year accessibility plan.

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Year Two – Documents

Year two (2) activities begin on August 1, 2017. The focus will begin with making all documents on the website, online and traditional course documents, and support service documents accessible. Documents can include Microsoft Word files and PDF documents. Training will be concentrated on creating accessible documents and will be offered throughout the year. The goal is that all new documents created, going forward, will be provided in an accessible format.

Goals

Goal	Goal Detail	Stewardship
Accessible Documents	Documents are the most common type of file in use and convey important information to all users. All new documents created will be provided in an accessible format so that they are usable by assistive technologies. Older documentation that is still utilized will start to be updated into an accessible format.	Technology Accessibility Committee
Professional Development	The general accessibility training will continue during this phase. More emphasis will be made on creating accessible documents and course content.	Web Services CTL TKD
Procurement Activities	Purchasing activities involving software, hardware, or other equipment will begin to utilize the standards outlined in the accessible procurement policy. Efforts to identify processes and procedures needed to identify and support the purchase of accessible course content from publishers will be investigated.	Purchasing ITS Bookstore
LMS Accessibility	The CTL will begin phasing out tools and plugins that are not accessible, and replace them with accessible alternatives.	CTL
Website / Application Review	The external website will be accessible and only accessible publications will be published to the site. Web Services will also develop plans for addressing issues created by other applications that were found to not be accessible.	Web Services
Program Technical Standards	Instructional programs will begin to review and update program technical standards, which will include technology requirements essential for a student to complete a program of study.	Dean's Council EWD Deans Disability Services

Suggested Activities

- 1) Create list of document types that need to be addressed. Examples are Word, PDF, Excel, Web/HTML, Tickets, Brochures, Flyers, Visio diagrams.

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- 2) Create a list of potential places where documents may be stored that need to be reviewed. Examples are Blackboard, web sites / pages, Tech Link, Vendor documentation, Test Banks in Respondus, One Drive, Personal PCs, Thumb drives.
- 3) Continue Professional Development to educate staff and faculty on creating accessible documents.
- 4) Discuss compliance activities with each Division and celebrate successes, and develop remediation activities if needed.
- 5) Web Services will provide a report of documents housed on the external website and Techlink that have been identified as “not accessible” to each department/division for review and consideration.
- 6) All software and technology purchases to follow policies and standards that have been defined by the Purchasing Department and ITS. This includes verifying voluntary product accessibility template (VPAT) information provided by vendors for software that is purchased through the College.

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Year Three – Presentations

Year three (3) will begin on August 1, 2018. The focus will be on completing the migration of websites and online applications into an accessible format. All presentation files on the website, Techlink, and online courses will be made accessible. Examples of presentation files are Microsoft PowerPoint, Google Slides, Prezi, Apple Keynote, and other presentation tools provided by the College.

Goals

Goal	Goal Detail	Stewardship
Accessible Presentations	Meeting, online and traditional course, and website content are frequently provided in a presentation file or format. All presentation files shared by faculty and staff will be in an accessible format. This phase will concentrate efforts on converting these files for compatibility with assistive technology.	Technology Accessibility Committee
Professional Development	The general accessibility training will continue during this phase. Training on creating accessible course content will be developed, with the focus on providing accessible presentation files and editing publisher content for accessibility. Training on identifying accessible instructional materials and presentation tools for procurement will be provided.	Web Services CTL TKD
LMS Accessibility	The CTL will continue phasing out any tools or plugins that are not accessible. All activities and resources provided in Blackboard will be accessible by the end of year four.	CTL
Website / Application Review	All pages on the website will be accessible by the end of year three. All departmental websites in Techlink or other internal sites will be accessible by the end of this phase. Web Services will continue phasing out or updating applications that do not meet accessibility requirements.	Web Services
Marketing and Recruiting Materials	All files shared by the Marketing Department or shared publicly on the website and social media will be in an accessible format.	Marketing
Program Technical Standards	Instructional programs will continue to review and update program technical standards, which will include technology requirements essential for a student to complete a program of study.	Dean’s Council EWD Deans

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Suggested Activities

- 1) Create list of presentation types that need to be addressed. Examples are PowerPoint, Prezi.
- 2) Create a list of potential places where documents may be stored that need to be reviewed. Examples are Blackboard, web sites / pages, Tech Link, Vendor documentation, One Drive, Personal PCs, Thumb drives.
- 3) Continue Professional Development activities to educate staff and faculty on creating accessible presentations.
- 4) Discuss activities with each Division and celebrate successes, and develop remediation activities if needed.

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Year Four – Multimedia & Third Party

Year four (4) begins on August 1, 2019. The focus of this phase is addressing accessibility with all videos and multimedia content used by the College. This includes all content used in online and traditional courses, in addition to any other content provided in College media outlets including library resources, in-house video, and publisher content. Videos and multimedia content must provide closed-captioning and work in accessible media players.

Goals

Goal	Goal Detail	Stewardship
Accessible Multimedia	Multimedia tools and content are utilized throughout the College. By the end of this phase, multimedia files shared by faculty and staff for course content or shared publicly will be accessible. Including closed captioning and using accessible players for all library resources, in-house instructor-made videos, publisher content, and marketing materials will meet the goals of this phase.	Technology Accessibility Committee
Third Party Tools	Supplemental and third party tools used for instruction will be accessible. This includes products such as ALECS, SAM, MyMath Labs, and MyWriting Labs.	CTL
Professional Development	The general accessibility training will continue during this phase. The training focus will be in assisting faculty in creating and testing videos are accessible and include captions.	Web Services CTL TKD
LMS Accessibility	All tools and plugins for Blackboard and other online content delivery platforms will be accessible. The CTL will have a plan developed and in-place to monitor ongoing updates and tools within Blackboard for accessibility.	CTL
Website / Application Review	All content on college websites and online applications will be accessible. Ongoing training and support will be provided to assist content owners in maintaining accessible sites.	Web Services
Marketing and Recruiting Materials	All multimedia files shared publicly on the website or through social media will be accessible.	Marketing
Program Technical Standards	By the end of this phase, all instructional programs will have created and published program technical standards.	Dean’s Council EWD Deans

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Suggested Activities

- 1) Create list of multimedia types that need to be addressed. Examples are TechTube, YouTube, QuickTime, Windows Media Format, AVI, MP3, MP4.
- 2) Create a list of potential places where documents may be stored that need to be reviewed. Examples are Blackboard, web sites / pages, Tech Link, Vendor documentation, One Drive, Personal PCs, Thumb drives.
- 3) Contact publishers to ensure compliance with accessibility standards for multimedia files.
- 4) Continue Professional Development activities to educate staff and faculty on creating accessible multimedia files.
- 5) Discuss compliance activities with each Division and celebrate successes, and develop remediation activities if needed.
- 6) Investigate and obtain funding for external vendors that can provide closed-captioning and descriptive video services to assist with creating accessible multimedia files.

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Year Five – Review and Evaluation

Year five (5) begins on August 1, 2020. The college will finalize all work throughout the different phases of this project. It will also review content and evaluate each area that was identified for needing improvements and updates. A monitoring plan will be developed to ensure we continue to provide accessible contents to our faculty, staff, and students. The review and evaluation phase will be repeated annually to ensure continued compliance with accessibility standards.

Goals

Goal	Goal Detail	Stewardship
Review and Evaluation	A review of all policies and procedures that have been developed will be performed to evaluate their effectiveness. Improvements that are identified will be integrated into updated policy and procedure documents and disseminated to Forsyth Tech stakeholders.	Technology Accessibility Committee
Professional Development	Accessibility training will continue as needed. A review of the mandatory compliance training module will be performed to evaluate relevance and usefulness. Updates will be made as necessary based on the results of the review.	Web Services CTL TKD
LMS Accessibility	The CTL will continue to monitor Blackboard and instructional content for accessibility.	CTL
Website / Application Review	The Web Services department and site owners will continue to monitor and maintain accessible materials in our online environments.	Web Services
Marketing and Recruiting Materials	The Marketing Department will continue to monitor and provide accessible content through our branding and outreach activities.	Marketing

Suggested Activities

- 1) Track and report on training activity during the first 5-years of the initiative.
- 2) Survey training participants to determine how many colleagues they shared the information with, how they shared the information, and how many documents/presentations/multimedia content each person has made accessible as a result of training.
- 3) Gather data from the CTL regarding accessibility built into online courses and training.
- 4) Develop and implement a monitoring plan to ensure that the college remains compliant. An annual report will be provided to the President's Cabinet and other divisional representatives.

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