MSU Denver Information Technology Accessibility Addendum A: Information Technology Accessibility Group

Revised: January 1, 2022

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I.   POLICY SUMMARY

This addendum describes the minimum requirements to comply with the MSU Denver Information Technology Accessibility Policy. The key requirement of this policy is the creation and empowerment of the Information Technology Accessibility Group (ITAG). Information technology is a dynamic field and these requirements are expected to be updated as technology and accessibility-related issues evolve and change.

II.   REQUIREMENTS

A. Information Technology Accessibility Group

The purpose of the IT Accessibility Policy is to establish processes to address IT accessibility in a systematic fashion at MSU Denver, using local structures and practices as appropriate. This effort is carried out in collaboration with the Technology Accessibility Committee (TAC) and the ITAG. The CIO must designate an individual, and/or a committee to develop and oversee the ITAG and to promote coordination with system-wide IT accessibility initiatives. Any designated individual and/or committee must represent a broad range of functional areas and be able to address academic, research, and administrative concerns and needs.

Divisions and Offices are encouraged to be innovative in addressing IT accessibility. At a minimum, the ITAG must include the following:

1. **Authority and Responsibility:** Assignment of roles, authority, responsibilities, and accountability for achieving policy compliance.

2. **Audience:** A strategy to address the different needs of the academic, research, and administrative functions and to support IT accessibility for decentralized

academic and research activities.

3. **Prioritization:** A process to prioritize effort that takes into consideration local needs, practices and available resources, including providing access to centralized IT accessibility support.

4. **Design Process:** A strategy to incorporate accessibility into the design and authoring process of electronic information resources.

5. **Procurement:** A procedure to incorporate IT accessibility into the procurement process, including establishment of a formal means for evaluating the accessibility of products or systems under consideration for procurement.

6. **Training:** A training plan for personnel who develop and maintain electronic information resources, author web content, or make IT related purchases.

7. **Awareness Campaign:** A communication plan and campaign to raise awareness about IT accessibility.

8. **Compliance Monitoring:** Processes for monitoring compliance, including compliance with any standards listed in this Requirements document.

9. **Evaluation:** An evaluation process to measure the effectiveness of the Program.

10. **Exception Process:** A process for determining exceptions and for ensuring the development, documentation, and communication of effective alternate forms of access.

B. Standards

Compliance to standards listed in this section must be considered high priority in the development and implementation of the IT Accessibility Policy and must be measured as part of the formal ITAG evaluation process.

1. Web Standard

Electronic information must meet the Web Content Accessibility Guidelines (WCAG) 2.0 at level AA Success Criteria and all subsequent updates of said criteria. More information about the World Wide Web Consortium's (W3C) standards for accessibility can be found at the W3C website.

2. New Development and Purchases
New development and purchases, including development and purchases for major revisions and updates of existing electronic information resources, must receive higher priority over the retrofit of existing electronic information resources.

Additional standards for other electronic information resources may be identified over time and added to this Requirements document.

C. Exceptions

Accessibility Exceptions will be reviewed through a collaborative process. University managers of programs and services must be prepared to provide content and/or services in a suitable alternative format (e.g., electronic text file or audio description) upon request (Accommodation). Conformance to standards may not always be feasible due to the nature of the content, the purpose of the resource, the lack of accessible

solutions, or an unreasonably high administrative or financial cost necessary to make the resource accessible. These difficulties do not relieve University programs or services from their accessibility obligations.

1. **Determination**
   Exceptions will be determined through collaboration and consensus between ITS and other institutional accessibility stakeholders. These stakeholders currently include the requester, the ADA Coordinator, the Access Center, the Instructional Accessibility Group of the Center for Teaching Learning, & Design, and representation from legal counsel. Additional stakeholders may be added to this group.

III.   RELATED INFORMATION

- **Metropolitan State University of Denver**
  - [Electronic Accessibility at the Metropolitan State University of Denver](#)
- **External**
  - [Americans with Disabilities Act](#)
  - [ADA as it applies to electronic information](#)
  - [Sections 504 and 508 of the Rehabilitation Act](#)
  - [Sections 504 and 508 as they apply to electronic information](#)
  - [Web Content Accessibility Guidelines (WCAG) 2.0](#)

IV.   REVISION HISTORY

May 19, 2020: The initial version of the Policy was drafted.

Feb 2, 2021: Policy was edited to include *Determination* subsection.

Feb 18, 2021: Language edited for consistency & to reflect areas of responsibility.

May 19, 2021: Language Edited to reflect Policy document.