PIKES PEAK STATE COLLEGE

2023 – 2030 Digital Accessibility Plan

Authored by Digital Accessibility Plan Committee Members:

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Purpose and Scope

To maintain and improve Pikes Peak State College's Digital Accessibility plan in accordance with System President's Procedure (SP 3-125g) and Colorado HB 21-1110. The impetus behind this plan was Colorado Community College System's (CCCS) commitment to facilitating access to its colleges' instruction, communication, and business for the broadest possible audience. Through this plan CCCS strives to employ principles of Universal Design for Learning (UDL) and the use of the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.2, level AA standards in the design, development, implementation, and enhancement, of all web-based information and services.

This plan encompasses all digital content and technologies used for educational, administrative, and communication purposes within Pikes Peak State College. This includes, but is not limited to, websites, instructional materials, multimedia content, documents, mobile applications, communication platforms, and online services that are developed, hosted, or maintained by the community colleges and all entities within the Colorado Community College System. "Colleges must ensure web-based information for us by faculty, staff, students, prospective students, and the public is accessible" per SP 3-125g.

Procedure

All digital media must conform to WCAG 2.2 AA. All employees are responsible for the accessibility of digital content they create and/or procure. All colleges, departments and central units are responsible for ensuring access for students to their digital content and applications in accordance with current accessibility standards and universal design.

The Pikes Peak State College (PPSC) Digital Accessibility Plan Committee members have developed a plan based on the fiscal year cycle. Resource identification and budget request determination will occur during the last two quarters of the current fiscal year, to meet deadlines for the following July 1 – June 30 fiscal year cycle.

Institutional Implementation/Support

Pikes Peak State College (PPSC) is committed to providing accessibility for our institutional, academic, and business services. The PPSC Digital Accessibility Plan guides our institution towards ensuring the goals of Web Accessibility (SP 3-125g) are met, and ongoing assessments and improvements of services are achieved. Under the guidance of leadership, the institution will collaborate interdepartmentally to adhere to best practices for training personnel, assessing web-based information and services, and creating accessible content. The following outlines Pikes Peak State College's action plan. The College's Digital Accessibility Plan will expire in fall 2028, in alignment with its Strategic Plan 2023-2028, "A New State of College".

Website, Social Media, and Communication:

- Use built-in functionality in Content Management System (CMS) (OU Insights) to scan for compliance with WCAG 2.0/2.1/2.2 A, AA, and AAA guidelines.
- Ensure social media accounts meet compliance.
- Ensure digital communication meets compliance.

Training:

- Ongoing training for accessibility for faculty and staff by providing workshops and self-registered online training.
- Identify point of contact to provide training to bookstore vendor personnel.
- Implement assistive technology training modules for current Accessibility registered students.
- Provide Assistive Technology (AT) training for faculty at their request (e.g., Screen Reader, Magnification, Computer Applications, etc.).
- Assist with remediation, recommendations, training, and AT testing as needed.
- Provide student, employee, and public facing compliance verification resources as needed.
- Accessibility course review for Colorado Online courses regularly and other distance education courses upon request.

Course Materials and Documents:

- Transfer digital forms to accessible format (e.g., Adobe Sign documents) to meet compliance.
- Identify scope of library online content for future digital accessibility standards evaluation.
- Evaluate all library controlled online content for compliance.
- Establish a process to coordinate with the bookstore vendor to ensure new materials meet accessibility standards.

Technology and Software (Software, Hardware, IT Systems):

- Partner with ITSS and ACCESSibility Services to ensure Learning Commons computers provide assistive technology software and disability accessible equipment.

Auditing:

- Establish procedure for annual auditing and assessment of accessibility by function or technology.

Funding Considerations:

- Website Auditing Tools.
- Additional Staff resources needed for divisions/departments.
- Person or group designated to oversee the entire Digital Accessibility Project to ensure completion of plan outcomes.
- Creation of and Release time/duty added for person or group identified for oversight of plan.
- Trainers and Training programs to be developed and delivered, sharing resources.
- Software (state license captioning, other software needs yet to be identified).

Other Considerations:

- Vast number of documents to be brought into compliance:
  - Course Catalog
  - HR forms
  - Instructional materials (e.g., all content in D2L)
  - Creating of templates (e.g., Accessible syllabus template)
- Multimedia remediation needs (Audio and Video).

WCAG 2.2 Updates Focus Goals:

Navigable (Guideline 2.4)

- 2.4.7 Focus Visible (opens in new window) (promoted to Level A from Level AA)
- 2.4.11 Focus Appearance (AA)
  - This would update the parameters for a visible focus indicator so that keyboard users can more clearly identify which element has the focus of the keyboard.
- 2.4.12 Focus Not Obscured (AA)
  - Keyboard users don't get lost because the focus is covered by other elements (e.g., pop-ups like a notification window, tooltip, chat box, etc.)

Input Modalities (Guideline 2.5)

- 2.5.7 Dragging Movements (AA)
  - People are never forced to re-order or move things by mouse dragging (e.g., slider controls without increase and decrease buttons)
- 2.5.8 Target Size (Minimum) (AA)
  - Ensures people don't hit the wrong object (e.g., button) on their first try
  - Provides a minimum size of 24x24px or the size plus the space around it is equal to 24px

Predictable (Guideline 3.2)

- 3.2.6 Consistent Help (A)
    - Ensures people can easily learn and then predict where to find help and support when they need it
    - Any help or support content that exists on multiple pages can be found in the same place within the page content
    - Provides guidance for consistent placement of support contacts, help pages, chat widgets, etc.
    - **This benefits all users!**

Input Assistance (Guideline 3.3)

- 3.3.7 Accessible Authentication (AA)
    - Ensures that people can sign in (authenticate) without having to remember a password or solve a puzzle
    - Provides alternatives to remembering a user password (e.g., two-factor authentication, cutting and pasting, autocomplete)
- 3.3.9 Redundant Entry (A)
    - Ensures that people are not required to spend time entering the same information twice
    - Provides guidance for creating forms that don't require repetitive input of information (e.g., autofill, content for the user to select) except for security purposes.

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Responsibility by Department:

Department responsible for monitoring	Student Services (Admissions, Recruitment, Enrollment, Accessibility Services)	eLearning	Marketing	ITSS	Academic Resources	Instructional Services	Office of the President	Auxiliary Services
Website, Social Media, and Communication:								
Use built-in functionality in Content Management System (CMS) (OU Insights) to scan for compliance with WCAG 2.0/2.1/2.2 A, AA, and AAA guidelines.			X	X				
Ensure social media accounts meet compliance.	X		X			X		
Ensure digital communication meet compliance.	X	X	X	X	X	X	X	X
Training:								
Ongoing training for accessibility for faculty and staff by providing workshops and self-registered online training.		X						
Identify point of contact to provide training to bookstore vendor personnel.		X						X
Implement assistive technology training modules for current Accessibility registered students.	X				X	X		
Provide Assistive Technology (AT) training for faculty at their request (e.g., Screen Reader, Magnification, Computer Applications, etc.).	X			X				
Assist with remediation, recommendations, training, and AT testing as needed.	X	X	X	X	X	X	X	X
Provide students, employees, and public facing compliance verification resources as needed.	X	X	X	X	X	X	X	X
Accessibility course review for Colorado Online courses		X						

regularly and other distance education courses upon request.								
Course Materials and Documents:								
Transfer digital forms to accessible format (e.g., Adobe Sign documents) to meet compliance.	X	X	X	X	X	X	X	X
Identify scope of library online content for future digital accessibility standards evaluation.		X			X			
Evaluate all library controlled online content for compliance.					X			
Establish a process to coordinate with Bookstore vendor to ensure new materials meet accessibility standards.	X	X						X
Technology and Software (Software, Hardware, IT Systems):								
Partner with ITSS and ACCESSibility Services to ensure Learning Commons computers provide assistive technology software and disability accessible equipment.	X			X	X			
Auditing:								
Establish procedure for annual auditing and assessment of accessibility by function or technology.	X	X	X	X	X	X	X	X