



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Policy # 3.002

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#### Accessibility of Content Delivered

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Authority: e-Learning

Effective Date:3/4/2024

Last Revision: Initial

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#### **PURPOSE:**

To offer accessibility to all persons accessing the electronic content offered by Fletcher Technical Community College and in compliance with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Fletcher established this policy and procedures for the management and administration of any electronic offering via Internet. This shall apply to all content online developed by, maintained by, or offered through third-party vendors for all content under the control of Fletcher.

#### **POLICY STATEMENT:**

All content provided by Fletcher through direct production or third-party provision shall comply with the standard of accessibility, ADA Title III requirements. That standard shall be WCAG 2.2 Level A/AA. All third-party software purchased or used under agreement by the College will meet these same WCAG 2.2 Level A/AA standards. Fletcher's Educational Technology Specialist and Webmaster are required to approve all third-party purchases to ensure ADA compliance.

#### **RESPONSIBLE PARTIES:**

The offices and/or positions responsible for content, functionality and accessibility and respective roles/duties as related to the management of websites under their administration.

1. Each Division that purchases/contracts with or otherwise utilizes electronic delivery of material to internal and/or external stakeholders shall notify Fletcher's Webmaster via established method to quarterly inspect the delivery for accessibility.
2. The Educational Technology Specialist and Webmaster shall be responsible for quarterly reviewing all content on a cyclical basis and report to the Associate Vice Chancellor of Academic Affairs any content not meeting WCAG 2.2 Level A/AA compliance along with corrective action.
3. The Educational Technology Specialist will work with faculty to review all content delivered electronically to students; this includes all simulation software, augmented reality modules, Learning Management System, video content including recorded video, and any other content intended to be delivered via Internet or intranet. Content should be reviewed at the time of creation and/or when it is updated. A semester report of all content shall be made to the Associate Vice Chancellor of Academic Affairs along with any corrective action taken.

**WRITTEN PROCEDURES:**

The written procedures (Attachment A) for the development and testing of all electronic content may be found on the Falconnet page. These procedures must be followed before any content is delivered in a production (live) format.

**REVIEW PROCESS:**

All content will be reviewed following a schedule that is determined based on volume. This schedule should allow for all electronically delivered content to be reviewed once a quarter. The schedule will be reviewed annually by the Educational Technology Specialist and the Webmaster to ensure all content is reviewed.

**NOTICE:**

Appropriate methods of notification shall be built into all existing and future electronic delivery methods. This notice shall be made available to persons with disabilities regarding how to notify the college of content that is inaccessible to them. It shall be the responsibility of the [ADA Coordinator](#) to notify and to rectify the content that is not accessible.

**Adopted:** [LCTCS Policy #7.008 - Accessibility of Content Delivered Electronically](#)

**Distribution:** Distributed Electronically via College’s Internet.

**APPROVAL:**

Reviewing Council/Entity	Approval Date
Policies and Procedures	2/9/2024
Governance Council	2/16/2024
Chancellor’s Leadership	3/04/2024

## ATTACHMENT A

### **Procedures to test sites.**

\*\* Note – The software's Accessibility Conformance Report (ACR) will be reviewed to verify that the software complies with the specified standards prior to purchase or before web pages are transitioned into production.

1. Visually observe site to ensure there is a way to:
  - a. Skip navigation
  - b. Navigate via keyboard change the size of the text.
  - c. Change the contrast of the screen.
2. Run the site through the following checkers:
  - a. Panorama
  - b. [SchoolNow](#) (Our website host/provider) checks website for ADA compliance.
  - c. Site Improve – Scans our website for broken links, etc., and accessibility issues.
3. If any issues are found, correct the content, or notify vendor of the problem.