

ACCESSIBILITY OF ELECTRONIC & INFORMATION TECHNOLOGY

References: *Section 508, Rehabilitation Act of 1973 (29 U.S.C. Section 794d);*
 36 CFR1194.1 et seq.;
 Government Code Section 11135;
 Title 5 Section 59300 et seq.

It is the policy of the Southwestern Community College District to provide access to District programs, courses, and services to individuals with disabilities to the fullest reasonable extent possible, as guaranteed by Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Act Amendments Act of 2008.

This Administrative Procedure provides guidance in the procurement and preparation of accessible Electronic and Information Technology in all College District programs, courses, and services.

Southwestern Community College District recognizes Section 508 accessibility has two distinct areas: Access to Electronic and Information Technology and Access to Programs, Courses, and Services.

I. Access to Electronic and Information Technology (EIT) includes:

- a. purchase of EIT
- b. accessibility of computer stations/computer labs, and
- c. accessibility of College District websites.

II. Access to programs and courses includes:

- a. accessibility of Web Enhanced Instruction, including Distance Education courses
- b. accessibility to all Informational or Instructional Video Media, and
- c. providing accessibility with Alternate Media Formats.

I. Access to Electronic and Information Technology (EIT)

Access to electronic and information technology is comprised of three facets: (a) purchase of EIT products and services; (b) accessibility of computer stations/computer labs; and, (c) accessibility of College District web pages.

Purchase of Electronic and Information Technology (EIT)

Every EIT product purchased by the College District must meet Section 508 standards and/or has the capability to use assistive software and hardware. Product examples include: software applications, telecommunications, videos, multimedia, self-contained closed products (e.g. ATM's, copiers, information kiosks, fax machines), and desktop and portable computers. Vendors will be required to submit a Voluntary Product Accessibility

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Template (VPAT) to evaluate their product for Section 508 provisions. Refer to GB Policy 6365: Accessibility of Information & Electronic Technology.

Accessibility of computer stations/computer labs

Section 508 standards require accessibility of the College District's computer labs. Student computer labs with more than ten (10) stations shall have a minimum of 10% immediately accessible stations for students with disabilities. Computer labs with less than 10 stations will have at least one accessible station. Accessibility is defined as including assistive software in the following areas: screen reader, enlarged print, text to speech, and speech to text applications. Accessibility software will be updated on a regular basis.

Accessibility of College District Web-Sites

Section 508 standards require accessibility of the College District's home web page and individual web pages, including instructor websites (see [Chancellor's Office legal opinion](#)). Southwestern Community College District web standards support the principle of "Universal Design" which promotes a high degree of usability for people with visual, hearing, physical, language and cognitive disabilities (refer to GB Policy 3415: Universal Design). All District web pages will, at a minimum, meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level A & AA requirements (see [WCAG 2.0 Reference](#)). Examples of WCAG 2.0 Level A & AA requirements include: captioning of all audio media; sufficient text size and color contrast; alternative text (alt tags) for visual images; and keyboard navigation (see [Web Design Accessibility](#)). The District will run regular accessibility compliance checks on the SWC website and correct any compliance errors in a timely manner.

II. Access to Programs, Courses and Services

Access to College District programs, courses, and services is comprised of three facets: (a) accessibility of Web Enhanced Instruction, including Distance Education courses; (b) accessibility of all Informational or Instructional Video Media; and, (c) providing accessibility with Alternate Media Formats.

Accessibility of Web-Enhanced Instruction, including Distance Education courses

Access to web-enhanced programs and courses includes: distance education courses, web-enhanced courses, required publisher materials, and online informational presentations such as PowerPoint, streaming video and multimedia resources.

1. New Distance Education Course Requirements

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- a. Review the California Community Colleges Chancellor's Office's [Distance Education Accessibility Guidelines for Students with Disabilities](#).
- b. Refer to SWC Procedure No. 4105 (See [AP 4105](#)), the SWC Curriculum Handbook, and the SWC DE Handbook.
- c. Complete the Distance Education (DE) Addendum in CurricuNET.
- d. Submit Forms to Curriculum Committee for approval.

2. Existing Distance Education Courses

Evaluate course website and instructional materials (including outside websites and publisher materials) for web accessibility using the California Community Colleges Chancellor's Office's [Distance Education Accessibility Guidelines for Students with Disabilities](#) and resources available from the California Community Colleges Chancellor's Office Online Education Initiative (OEI) website at [CCCCO Online Education Initiative and](#) from the DE@SWC website at [SWC Distance Education](#). Faculty training on making distance education courses accessible is included in the DEFT certification and is available in face-to-face and online formats from the Distance Education Faculty Coordinator at [SWC Distance Education](#).

3. Web-Enhanced Course Materials

Evaluate instructional materials (webpages, videos, PowerPoint presentations, documents) for accessibility using the California Community Colleges Chancellor's Office's [Distance Education Accessibility Guidelines for Students with Disabilities](#) and resources available from the California Community Colleges Chancellor's Office Online Education Initiative (OEI) website at [CCCCO Online Education Initiative](#) and from the SWC Distance Education website at [SWC Distance Education](#). Faculty training on making instructional material accessible is available from the Distance Education Coordinator at [SWC Distance Education](#).

Accessibility of all Video Media

In order to comply with Section 508, all instructional and informational video media (i.e., DVDs, YouTube videos, instructor-created videos, publisher videos) must be closed captioned [Captioning Information for Faculty](#).

To request closed captioning of DVDs:

- a. Complete the Faculty DVD Captioning Request Form [DVD Captioning Request Form](#)
- b. Submit completed form and DVD to the Learning Resource Center

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To caption other video media (for example, YouTube or instructor-created videos), please refer to the resources on the California Community Chancellor's Office Online Education Initiative (OIE) website at [CCCCO Online Education Initiative](#) or the resources on the SWC Distance Education webpage [SWC Distance Education](#). If the video media content is part of a distance education or hybrid course, contact Disability Support Services at dss@swccd.edu to find out about the free video captioning service for distance education and hybrid courses provided by the California Community Colleges Chancellor's Office Distance Education Captioning and Transcription Grant (DECT).

Alternate Media

Alternate Media provides the production of alternate print materials for students with verified print disabilities. Alternate formats include but are not limited to: Braille, electronic text, audio recording, large print, tactile graphics and captioning. Requests for instructional alternate media formats are made to the Disability Support Services (DSS) program.

All District publications, brochures, handbooks, syllabi, phone directories etc. intended to convey information regarding courses, programs, services or general information to students, staff or members of the public shall be made available in alternate formats upon request. All such printed materials must include the following statement: **"An alternate format of this material is available upon request at (619)482-6512; (619)217-3354 (video phone); or, dss@swccd.edu.**