# Electronic and Information Technology Accessibility Questionnaire Handout #3

## Overarching questions to consider:

1. What is the **priority level** for EIT Accessibility on your campus?
2. What are your **recommendations** to improve EIT accessibility efforts and priorities at your location?

## I. EIT Accessibility Policy:

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| 1. Do you have an EIT Accessibility **Policy** Statement and/or Web Accessibility Policy Statement? (Please paste link or text.) |  |
| 1. How has your EIT Accessibility **Policy** Statement or Web Accessibility Policy Statement been disseminated to the campus? (faculty, staff, and students?) |  |
| 1. What web and/or E**IT accessibility guidelines** does your campus or location endorse? (e.g., 508, WCAG 1.0, WCAG 2.0, other?) |  |
| 1. Do you have a **chief policy officer** (or equivalent)? |  |
| 1. Are there existing **barriers or hurdles** to the creation, approval, and implementation of an EIT Accessibility Policy? |  |
| 1. Do you have any other information to share about your EIT accessibility **policy**? |  |

## II. EIT Accessibility Committee/Group:

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| 1. What **committees or groups** do you have in place to implement EIT accessibility policies and strategies across all disciplines? |  |
| 1. Who are your E**IT accessibility** **program team members**? |  |
| 1. **How often** does your EIT accessibility team meet? |  |
| 1. Do you have **subcommittees or subgroups** to address specific challenges? If yes, what are they? |  |
| 1. Do you have a **charge** for your campus-wide technology access committee? If yes, where does it come from? |  |
| 1. Do you have a **General Counsel** position? |  |
| 1. What **existing ADA-related committees or offices** exist on your campus? Is EIT accessibility connected? If not, could it be? How could EIT accessibility be connected with those? |  |
| 1. Are there existing **barriers or hurdles** to the creation, charge, and protocols for an EIT Accessibility Committee/Group? |  |
| 1. Do you have any other information to share about **EIT Accessibility Committees/Groups** at your location? |  |

## III. EIT Accessibility Program:

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| 1. Do you have an **EIT Accessibility Roadmap**? |  |
| 1. Do you have an **EIT Accessibility Web site**? |  |
| 1. How do you make available EIT accessibility **training, instruction, and support** for faculty and/or staff? |  |
| 1. What campus-wide **trainings are already required** at your institution? Is EIT Accessibility included in these trainings? If not, how could EIT accessibility be included? *(Examples: Equal Opportunity, IT security, accommodations, purchasing card, branding/PR)* |  |
| 1. Have you hired or designated a **staff person with responsibility and commensurate authority** to monitor and execute your EIT accessibility program? (If so, please provide contact information.) |  |
| 1. Who is the EIT Accessibility **IT Leadership contact**? |  |
| 1. Is EIT Accessibility represented on your **IT Org Chart**? |  |
| 1. Who is the leader of your **IT Security Program** and where does the **charge** for your IT Security Program come from? |  |
| 1. Are there existing **barriers or hurdles** to the creation and implementation of an EIT Accessibility Program? |  |
| 1. Do you have any other information to share about **EIT Accessibility Programs** at your location? |  |

### IIIa. Documents and Communications:

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| 1. What types of **documents** are on your campus? |  |
| 1. What **cloud services** are available on your campus? |  |
| 1. What is your document **remediation** process? |  |
| 1. Where are **document accessibility experts** located on your campus? |  |
| 1. As you think about campus EIT Accessibility, what **priority** are you giving to document accessibility? |  |
| 1. What is your campus approach for **captioning** media? Include information about both instructional and public content. |  |
| 1. Are there existing **barriers or hurdles** to the creation and implementation of a Documents and Communications Accessibility Program? |  |
| 1. Do you have any other information to share about EIT accessibility of **Documents and Communications**? |  |

### IIIb. Web Accessibility and Resources:

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| 1. Have you conducted **Web accessibility reviews** of your campus Web sites? |  |
| 1. Do you have an **automated tool for Web Accessibility** evaluations? If yes, how is it implemented? By whom? |  |
| 1. Do you have a plan for **manual accessibility testing** of Web sites? |  |
| 1. **Who is in charge** of your campus website? |  |
| 1. Are you rolling out a **new website** for your campus? When? |  |
| 1. Are there existing **barriers or hurdles** to the creation and implementation of a Web Accessibility Program and Resources? |  |
| 1. Do you have any other information to share about **Web Accessibility and Resources**? |  |

### IIIc. Procurement:

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| 1. How do you address EIT accessibility in your **procurement** procedures? Workflows? (Please paste link or text.) |  |
| * 1. How are **purchasers** on campus made aware of accessibility needs? |  |
| * 1. How do you **evaluate vendor claims** regarding product accessibility? |  |
| * 1. How are electronic textbooks and instructional technology services and tools **vetted** for accessibility? |  |
| 1. What **Request for Proposal (RFP)** language do you include to ensure that bidders meet EIT accessibility standards? (Please paste link or text.) |  |
| 1. What accessibility language is included in **contracts** for technology products and services? |  |
| 1. What are some **new high-impact technologies** being considered for the next year? |  |
| 1. Are there existing **barriers or hurdles** in addressing EIT Accessibility in Procurement? |  |
| 1. Do you have any other information to share about EIT accessibility in **procurement** at your location? |  |

## IV. Course/ Learning Management Systems:

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| 1. How have you addressed the accessibility of your **CMS/LMS**? |  |
| 1. Moving forward, how do you ensure sustainable accessibility of your **CMS/LMS**? |  |
| 1. How do you address **accessibility of instructional materials** uploaded by faculty? |  |
| 1. Do you have any other information to share about EIT accessibility of the **CMS/LMS** at your location? |  |

## V. Library:

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| 1. How does your **library** address website and platform accessibility? |  |
| 1. Are your **IT and library** merged or co-located, or are there plans to do so? |  |
| 1. Do you have any other information to share about **library** EIT accessibility at your location? |  |

## VI. Classrooms, Learning Spaces, and Computer Labs:

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| 1. How have you addressed the accessibility of your **classrooms, learning spaces, and computer labs**? |  |
| 1. Moving forward, how do you ensure accessibility of future **classrooms, learning spaces, and computer labs**? |  |
| 1. Do you have any other information to share about EIT accessibility of your **classrooms, learning spaces, and computer labs**? |  |

## VII. EIT Accessibility Audit:

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| 1. Have you completed an **accessibility audit** of electronic and information technologies at your location? |  |
| 1. If yes, what is your EIT accessibility **corrective action strategy**? |  |
| 1. Do you have any other information to share about EIT accessibility **audits** at your location? |  |