
CSU Accessible Technology Initiative Software Decision Process

Mary Shaffer
ITS Policy Assurance Officer

Craig Schultz
Director, ITS User Support Services

Executive Order 926

■ Policy Statement

- *It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.*

■ Actions Taken Since 2005

- *Presidential directive to the campus*
- *Academic Senate resolution*
- *Disability Access and Compliance Committee*
- *ITS training, online resources, consulting services*
- *Accessibility reviews for some procurements*

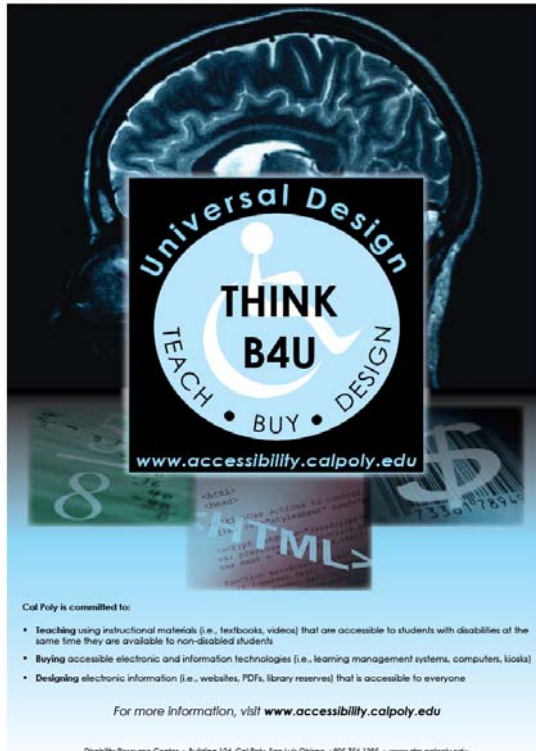
Coded Memorandum AA-2007-04

- Clarifies EO 926 section on Information Technology Resources and Services
 - *Phased implementation over 5 years*
 - *Focus on Three Priorities: Web Accessibility, Instructional Materials, Procurement*
 - *New presidential directive coming soon*
 - *Campus plans for each area by June 15, 2007*
- Overall Change in Perspective
 - *Shifting from reactive to proactive approach*
 - *THEN ... Accommodate Individual Needs*
 - *NOW ... Think B4U Buy, Design, Teach*

Raising Campus Awareness

Universal Design...

is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design



Cal Poly is committed to:

- Teaching using instructional materials (i.e., textbooks, videos) that are accessible to students with disabilities at the same time they are available to non-disabled students
- Buying accessible electronic and information technologies (i.e., learning management systems, computers, kiosks)
- Designing electronic information (i.e., websites, PDFs, library reserves) that is accessible to everyone

For more information, visit www.accessibility.calpoly.edu

Disability Resource Center • Building 124, Cal Poly, San Luis Obispo • 805.756.1395 • www.drc.calpoly.edu

© California Polytechnic State University - San Luis Obispo

- Use of logo in email and on Web sites
- Poster displayed by departments, etc.



Campus Plans - All Three Priorities

- Roles and responsibilities
- Processes to audit campus compliance and to measure progress and effectiveness of plans
- Processes to determine and grant exceptions
- Communication and training
- Milestones and timelines
- CSU Communities of Practice in each area to share best practices, knowledge, resources

Web Accessibility

- All university websites, web-applications and services, and digital content posted online must be accessible
- Initial focus on critical administrative unit sites
- As of September 2007, all new and significantly redesigned sites must comply
- Pilot underway to remediate 30+ sites by May 15 to help inform full campus plan
- Tools, resources, training provided by ITS

Instructional Materials (IM)

- Timely identification and delivery of accessible versions of print materials, e.g. textbooks
 - *Define processes by July 1, 2007 for WQ 2008*
 - *Academic Senate resolution - 6-week deadline*
- IM accessible to all students at the same time
- Accessibility requirements included in creation and purchase of digital or multimedia IM
 - *Example: Captioned DVDs, videos, podcasts, etc.*
- Accessibility incorporated in new courses and new course content starting Fall 2008

E&IT Procurement

- Section 508 standards must be applied when developing or acquiring new electronic and information technology (E&IT) resources
- Cal Poly must purchase accessible products and services if commercially available and purchase does not result in undue burden or fundamental alteration
- Exceptions handled on case-by-case basis
- Implementation limited at first but will apply to all campus purchases by 2012

E&IT Procurement - Timelines

- Sept. 2007 – Define accessible procurement process for formal E&IT solicitations and acquisitions exceeding \$50,000
- Sept. 2008 – Define process for E&IT acquisitions exceeding \$2,500 (Federal limit)
- Sept. 2009 – Define process for E&IT P-Card acquisitions
- Sept. 2010 – Determine process for E&IT acquisitions less than or equal to \$2,500

E&IT Procurement

E&IT Product and Service Categories

- Telecommunications, e.g., telephone systems
- Self-Contained Products, e.g., copiers, kiosks
- Multimedia, e.g., DVDs, videos, projectors
- Web Sites and Applications, e.g., off-campus Web hosting and development
- Hardware, e.g., servers, workstations
- Software, e.g., Software Decision Process

Software Decision Process

■ Background

- Campus has 200+ software titles deployed for instructional and administrative activities
- Colleges and divisions frequently request assistance in site licensing purchases
- Contracts and Procurement Services and ITS have been providing consultative services for the past five years
- Proposals for a review and procurement process have been vetted through campus computing committees and LAN Coordinators past two years

Software Decision Process

- President expected to approve policy shortly
- Key Points
 - *Assist campus units in making decisions about software-based technologies and applications to meet their needs and the needs of the university*
 - *Purchase products that integrate into campus infrastructure*
 - *Cost savings*
 - *Aggregate campus demand for potential site licenses*
 - *Adhere to Cal Poly and CSU requirements for service, support, security, or legal compliance*

Software Decision Process

- What Does This Mean to Me?
 - *Experienced consultative services*
 - *Leverage existing contracts*
 - *Best possible terms and conditions*
 - *Best possible pricing*
 - *Streamlined process for procurement*
 - *Compliance with CSU and Cal Poly policies and regulations and Federal and State laws*

Software Decision Process

- Who needs to use the process?
 - *When deciding to acquire, develop or accept any software application or service with a Total Cost of Ownership (TCO) greater than \$5,000 and/or requires maintenance, this checklist **must** be completed*
 - *NOTE: It is strongly recommended to complete this checklist for all other decisions regarding software purchases or donations.*
 - *Recent, real-world examples from across campus*

Software Decision Process

- What do I need to do?
 - *Complete the checklist (handout)*
- Clarifications
 - *If the software cost is under the Low Value Purchase level (\$3,500) and does **not** require annual maintenance, a department may purchase the software with their P-Card, Direct Pay or on a purchase order, in that order*
 - *Software renewals are not required to go through the process at this time, but will in the future*
- Questions?

For More Information....

- CSU Accessible Technology Initiative
<http://www.calstate.edu/accessibility>
- Cal Poly Accessibility Website
<http://accessibility.calpoly.edu>
- IT Policies, Standards and Practices
<http://security.calpoly.edu/policies>
- Software Decision Process
http://security.calpoly.edu/policies/sw_dec_process.html
- “From Where I Sit” videos produced by CSU describe the impact on individual students with disabilities
<http://www.calstate.edu/accessibility/resources/videos.shtml>