SUNY Schenectady County Community College

<u>Website Plan for New Content</u>

EFFECTIVE DATE

March 18, 2019

PURPOSE

This Website Plan for New Content ("Plan") has been developed to describe the procedures for compliance with the College's Website Accessibility Policy 4.18 as it relates to new or modified website content ("New Content").

PROCEDURES

The College's Information Technology Department responsible for ensuring that all New Content uploaded to the College's website complies with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act ("Title II").

The following procedures apply to all New Content loaded to the College's website.

1. **<u>Authorized Users</u>.** Only employees, students or other persons authorized by the Chief Information Officer and/or his designee(s) ("Authorized Users") may load New Content to the website.

2. **<u>Training</u>.** Authorized Users must participate in website accessibility training prior to loading New Content. Authorized users must also participate in refresher training at least annually. The Information Technology Department is responsible for maintaining the list of individuals who have received training.

3. **<u>Log/Record of Changes</u>.** The Information Technology Department is responsible for creating and maintaining a log of all New Content (the "New Content Log").

4. **<u>Loading New Content.</u>**

   a. New Content must be recorded on the New Content Log by the Authorized User making the change, including: (i) date; (ii) description of the New Content; (iii) location of the New Content

   b. New Content must be manually reviewed using the WCAG 2.0 checklist provided by webAIM.org by the Authorized User responsible for loading the New Content.

c. New Content must be run through a web accessibility evaluation tool, such as the WAVE Web Accessibility Evaluation tool provided by webAIM.org, by the Authorized User responsible for loading the New Content.

5. **Quality Control Review.**

   a. The Chief Information Officer and/or his designee(s) will perform a quality control review on a monthly basis, which shall include manual and automated reviews of all New Content to determine compliance with the Accessibility Guidelines then in effect.

   b. In the event that the quality control review identifies any accessibility issues with the New Content, an "Issues Resolution Report" will be created that identifies all issues of concern, with a proposed resolution.

   c. Within fifteen (15) days of completion of the quality control review, a "Resolution Plan" will be prepared that identifies:

      i. Proposed resolutions to be implemented; and

      ii. the Authorized User(s) responsible for implementing any necessary changes.

   d. Upon completion of all tasks on the Resolution Plan, the Chief Information Officer and/or his/her designees will:

      i. notify the Office of the President that the monthly quality control review has been performed and also will provide a copy of the completed Resolution Plan to the Office of the President; and

      ii. confer with the Authorized User(s) who loaded non-compliant content to educate them on any identified accessibility issues.

6. **Equally Effective Alternative Access.**

   a. In the event it is not possible to make New Content compliant with the Accessibility Guidelines without fundamental alteration or undue burden, the Information Technology Department will work with the creator of the New Content, the Office of the President, and/or other appropriate individuals to provide equally effective alternative access to such New Content promptly under the circumstances.