

## **UW Tacoma IT Accessibility Policy and Implementation Plan**

(A) The university of Washington Tacoma adopts the UW Policy on IT accessibility as follows:

### **UW Policy – IT Accessibility**

The University of Washington (UW) strives to ensure that people with disabilities have access to the same services and content that are available to people without disabilities, including services and content made available through the use of information technology (IT). IT procured, developed, maintained, and used by the UW should provide substantially similar functionality, experience, and information access to individuals with disabilities as it provides to others. Examples of IT covered by this policy include websites, software systems, electronic documents, videos, and electronic equipment such as information kiosks, telephones, and digital signs.

The policy aligns with:

- the UW's [vision](#) to educate a diverse student body and its [values](#) of diversity, excellence, collaboration, innovation, and respect.
- the UW's obligations under [Section 504 of the Rehabilitation Act of 1973](#).
- the [Americans with Disability Act of 1990 together with its 2008 Amendments](#).
- [Washington State Policy #188 – Accessibility](#).
- [UW Administrative Policy Statement 2.3](#) – Information Technology, Telecommunications and Networking Projects, and Acquisitions.

Resources that can help individuals and UW units understand and meet their obligations under this policy include:

- [IT Accessibility Guidelines](#)
- [IT Accessibility Checklist](#)
- [Accessible Technology at the UW](#)

### **(B) UW Tacoma Accessibility Implementation Plan**

Based on the WA Policy #188, all state agencies must provide accessible content for the public and all state employees. UW Tacoma will implement the following:

1. IT will monitor all the critical areas already in compliance, including The UW Tacoma web content, Library e-reserve materials and Canvas learning management system.
2. IT will work with UW Seattle Accessibility Services (ATS) / UW-IT and the various units on the UW Tacoma campus including Disability Support Services, Academic Assembly, Academic HR, Academic Technologies, Human Resources, Library and all the Unit Heads to provide faculty and staff with online and on-campus training, software and hardware resources to create and convert accessible content.
3. SIAS Faculty will make an effort to submit accessible files for promotion and tenure.
4. Recruiting new faculty for SIAS, the position description will include: “submit accessible content is desirable.”

5. IT will provide the following services: (a) check and convert any files to accessible format when necessary; (b) provide in-house transcription and coordinate the use of external services for video closed-captions; (c) work with Seattle ATS to provide braille copies if and when necessary.
6. IT will work with Seattle Accessibility Technology Services to convert all the PDF files on the UW Tacoma web site to be accessible.
7. The Chancellor and Vice Chancellors are executive sponsors for IT to work with the UW Tacoma Unit Heads to implement the new IT Accessibility Plan on our campus as outlined below:

<b>Functions</b>	<b>Executive Sponsor</b>	<b>Responsible Unit Head</b>
The Overall IT Accessibility Implementation Plan for UW Tacoma	Chancellor's Cabinet; Campus Technology Committee (CTC); Faculty Assembly Executive Council	Vice Chancellor for Information Technology (as IT Accessibility Coordinator for UW Tacoma)
Course content, including learning management system	EVC Academic Affairs	Deans and Directors, Schools and Academic Programs
Web sites of research centers	EVC Academic Affairs	Associate VC for Research; Directors of Research Centers
Library materials	EVC Academic Affairs	Director of the UW Tacoma Library
TLC	EVC Academic Affairs	Associate Vice Chancellor for Undergraduate Affairs; Director of Writing Center; Associate Director, Quantitative Center
Academic Advising	EVC Academic Affairs	Associate Vice Chancellor for Undergraduate Affairs; Director of Academic Advising; Advisors in Schools and Academic Programs
Top Level Campus Web Content, including Closed Captioning Videos	VC Advancement; VC IT	Director of Marketing & Creative Services; Multimedia Production Supervisor
All UW Tacoma Web Pages	VC Advancement; VC IT	Director of Marketing & Creative Services; Manager of Web and Data Services
IT Procurement	VC Finance & Administration; VC IT	Senior Contracts Manager; Associate Director IT
Recruitment	EVC Academic Affairs; VC Finance & Administration	Director of Academic HR; Associate VC for Organizational Effectiveness & Development
Admissions and Registration	VC SAES	Associate Director, Admissions Operations; Registrar
Disability Resources for Students	VC SAES	Dean of Student Success; Disability Support Services Program Coordinator
Equity and Inclusion	Chancellor	Assistant Chancellor for Equity and Inclusion
IT Operation	VC IT	Associate Directors of IT; Managers of IT
Digital Signage Board/student messaging systems	VC SAES	Dean of Student Engagement