



Policy No. 7.004
Northwest Louisiana Technical College

Accessibility of Content Delivered Electronically

Original Adoption: January 1, 2018
Effective Date: January 1, 2018
Last Revision: January 1, 2018

Introduction

To offer accessibility to all persons accessing the electronic content offered by NORTHWEST LOUISIANA TECHNICAL COLLEGE (NWLTC) and in compliance with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, NWLTC establishes this policy and procedures for the management and administration of any electronic offering via Internet or intranet. This shall apply to all content online developed by, maintained by, or offered through third-party vendors for all content under the control of NWLTC.

Policy Statement

All content provided by NWLTC through direct production or third party provision, shall comply with the standard of accessibility, ADA Title III requirements. That standard shall be WCAG 2.0 Level AA. All third party software purchased or used under agreement by the College will meet these same WCAG 2.0 Level AA standards. The Chief Academic and Student Affairs Officer (CASAO) is required to approve all third party purchased and all use contracts to ensure ADA compliance.

Responsible Parties

The offices and/or positions responsible for content, functionality and accessibility and respective roles/duties as related to the management of websites under their administration.

1. Each Division that purchases/contracts with or otherwise utilizes electronic delivery of material to internal and/or external stakeholders shall notify the NWLTC Institutional Compliance Officer (ICO) via established method to quarterly inspect the delivery for accessibility.
2. The ICO shall be responsible for quarterly reviewing all content on a cyclical basis and report to the CASAO any content not meeting WCAG 2.0 Level AA compliance along with corrective action.
3. The ICO will work with faculty to review all content delivered electronically to students; this includes all simulation software, augmented reality modules, Learning Management System Video content including recorded video, and any other content intended to be delivered via Internet or intranet. This content should be reviewed at the time of creation and any change. A

semester report of all content shall be made to the CASAO along with any corrective action taken.

4. The ICO may enlist assistance from the Programmer Analyst as needed.

Written Procedures

The written procedures (Attachment A) for the development and testing of all electronic content may be found on the Google Drive under shared documents. These procedures must be followed before any content is delivered in a production (live) format.

Review Process

All content will be reviewed following a schedule that is determined based on volume. This schedule should allow for all electronically delivered content to be reviewed once a quarter. The schedule will be reviewed annually by the CASAO and ICO to ensure all content is reviewed.

Notice

Appropriate methods of notification shall be built into all existing and future electronic delivery methods. This notice shall be made available to persons with disabilities regarding how to notify the College of content that is inaccessible to them. It shall be the CASAO's responsibility to notify the ICO and to rectify the content that is not accessible.

Approved:



Earl W. Meador, JD
Director

Attachment A

Procedures to Test Sites

** Note – These tests should be performed on software before purchased or on web pages before they are moved into production.

1. Visually observe site to ensure there is a way to:
 - a. Skip navigation
 - b. Navigate via keyboard
 - c. Change the size of the text
 - d. Change the contrast of the screen
 - e. Use the steps from [Easy Checks](#) to first check the site
2. Run the site through the following checkers:
 - a. [W3C Test suite for WCAG 2.0](#)
 - b. Use the [free tools](#) to check for 508 compliance.
 - c. Use the [contrast checker](#) for color schemes
3. If any issues are found, correct the content or notify vendor of the problem.
4. Notify the CASAO if this is purchased software.
5. Note the date of test and pass/fail status.