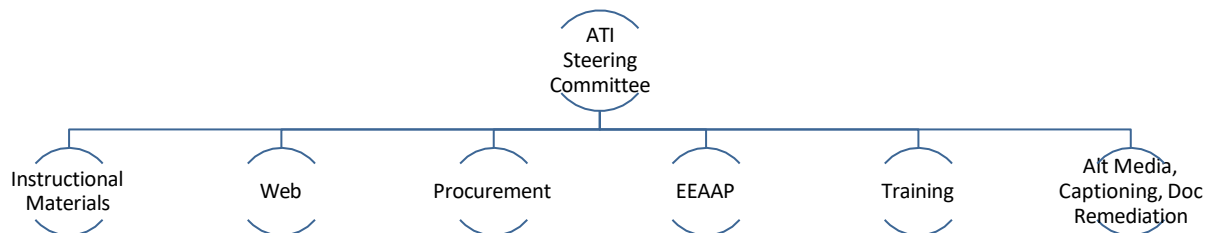# ATI Steering Committee

Function

The Accessible Technology Initiative (ATI) Steering Committee, co-chaired by the Provost And Executive Vice President for Academic Affairs and the Vice President for Information Technology Services and Chief Information Officer, is responsible for establishing the Vision, Priority and Pace of ATI initiatives within Cal Poly.

Per CSU Executive Order 1111 and Coded Memoranda: the campus ATI Steering Committee oversees ATI implementation including reviewing and revising the ATI Campus Plan, implementing project and activities to meet ATI goals, and documenting progress toward these goals using the ATI Annual Report process.

The ATI Steering Committee advises the President and Information Technology Management Council (ITMC) on ATI campus capacity, challenges, impacts, resource requests, and progress in each ATI priority area.

The ATI Steering Committee leverages six (6) workgroups representing distinct ATI interests to inform and advise ATI operational, planning and prioritization activities.

- Instructional Materials (IMAP)
- Procurement
- Web
- Equally Effective Alternative Access Plan (EEAAP)
- Training
- Alternative Media, Captioning, Document Remediation

Membership

The ATI Steering Committee consists of leadership positions from across campus. Workgroup chairs will be brought into meetings as topics are appropriate. Additional attendees may be invited to specific meetings so as to facilitate the conduct of business. ATI Steering Committee appointments are formally reviewed and endorsed by the Office of the President (one-year term).

Committee Composition

- Provost & Executive Vice President for Academic Affairs (Chair)
- Vice President & CIO, Information Technology Services (Co-Chair)
- Vice President, Administration and Finance or designee
- Vice President, University Personnel and Chief HR Officer or designee
- Vice President, Student Affairs or designee
- Vice President, Strategic Enrollment Management or designee
- Vice President, University Communications and Marketing or designee
- Academic Sente Designee, appointed by Chair of Academic Senate

Meetings

Minutes and meeting notes will be facilitated, retained and shared where all campus constituents may view them. Meetings will be held at least quarterly during the academic year and on-call by the Chair. Meeting agendas, notes and dissemination of data to aid in decision making will be facilitated by the Office of Digital Accessibility staff or designate(s).

Workgroups

Membership for each workgroup is determined through collaboration with academic and administrative leadership of the university. Workgroup chairs are identified and sanctioned by the ATI Steering Committee Chair and the workgroup chair's appropriate administrator.

The purpose of each workgroup is to review & advise the ATI Steering Committee for their area of interest.

Workgroup Scope / Operational Guidance

- The CSU Accessible Technology Initiative (ATI) targets elimination of accessibility barriers.
- CSU campuses are required to accomplish CSU-ATI Accessibility Goals for Instructional Materials, Procurement and Web sites.
- Each CSU-ATI Accessibility Goal is supported by a set of Success Indicators that prescribe the processes, procedures, and activities that need to be accomplished in order to meet that goal.
- Cal Poly ATI Workgroups will use prescribed CSU-ATI Goals and Success Indicators in their review of ATI operational, planning and prioritization activities and advising the ATI Steering Committee for their area.

Instructional Materials Accessibility Plan (IMAP) Workgroup	
Purpose	The IMAP Workgroup will develop and assist the campus in implementing an Instructional Materials Accessibility Plan ("IMAP") to achieve improvements consistent with CSU-ATI goals and expectations. The workgroup ensures "Instructional Materials" efforts align with Cal Poly institutional strategies, timelines and needs. CSU Accessible Technology Initiative (ATI) prescribed "Instructional Materials" Accessibility Goals are: - Early Identification of Students with Disabilities - Timely Adoption [required course materials] - Faculty Use of Learning Management Systems and/or other Course Websites - Accessibility Requirements for Multimedia - Accessibility Requirements for Curricular Review and Approval - Supporting Faculty Creation of Accessible Instructional Materials - Communication Process and Training Plan - Process Indicators
Chair	Patrick O'Sullivan, Academic Affairs, Center for Teaching, Learning and Technology (CTLT) *Director*
Governance Facilitation	Bruno Giberti, Academic Affairs – Academic Programs and Planning *Associate Vice Provost, Academic Programs and Planning* Al Liddicoat, Academic Affairs – Academic Personnel *Vice Provost, Academic Affairs and Personnel*

Web Workgroup	
Purpose	The Web Workgroup will develop and assist the campus in implementing activities to achieve improvements consistent with CSU-ATI goals and expectations. The workgroup ensures "Web" efforts align with Cal Poly institutional strategies, timelines and needs. Cal Poly "Web" focus areas for FY 19-21 are: - Campus Web Redesign Project / Rollout - Campus Digital Governance CSU Accessible Technology Initiative (ATI) prescribed "Web" Accessibility Goals are: - Web Accessibility Evaluation Process - New Website/Web Application and Digital Content Design and Development Process - Ongoing Monitoring Process - Equally Effective Alternative Access Planning (EEAAP) Process - Training Process - Communication Process - Administrative Process
Chair	Marya Figueroa, Academic Affairs, University Marketing *Lead Interaction Designer and UX Specialist*
Governance Facilitation	Royaa Silver, Academic Affairs – University Marketing *Assistant Vice President	Creative Services*

Procurement Workgroup	
Purpose	The Procurement Workgroup will develop and assist the campus in implementing activities to achieve improvements consistent with CSU-ATI goals and expectations. The workgroup ensures "Procurement" efforts align with Cal Poly institutional strategies, timelines and needs. CSU Accessible Technology Initiative (ATI) prescribed "Procurement" Accessibility Goals are: - Procurement Procedures - Staffing or Role Definition - Equally Effective Alternative Access Planning (EEAAP) Process - Training Process - Outreach (Communications) - Evaluation and Monitoring - Experience/Implementation
Chair	Craig Schultz, Information Technology Services (ITS) *Information Technology Consultant | ICT Liaison*
Governance Facilitation	Michele Winterfeldt, Administration and Finance, Strategic Business Services - Procurement Services *Procurement Specialist | Quality Control (Lead)*

Equally Effective Alternate Access Plan (EEAAP) Workgroup	
Purpose	The EEAAP Workgroup will develop and assist the campus in implementing activities to achieve improvements consistent with CSU-ATI goals and expectations. The EEAAP Workgroup is multi-disciplinary and reviews campus EEAAP submissions for products/services that are not fully Section 508 compliant. The EEAAP Workgroup: - affirms accessibility features and gaps are present in a product/service - affirms what resources and strategies should be deployed to ensure comparable access for persons with disabilities The workgroup ensures EEAAP efforts align with Cal Poly institutional strategies, timelines and needs. CSU Accessible Technology Initiative (ATI) prescribed "EEAAP" Success Indicators are: - Documented a process that outlines when an EEAAP is necessary - Established a process with roles assigned for all parts of creating an EEAAP - Established a process that tracks how many EEAAP have been created - Established a process to ensure that accommodations were provided
Chair	John Lee, Student Affairs – Disability Resource Center *Assistive Technology Specialist & Accessibility Professional*
Governance Facilitation	Amy Gode, Student Affairs – Disability Resource Center *Assistant Director, Disability Resource Center (DRC)*

Training Workgroup	
Purpose	The Training Workgroup will develop and assist the campus in implementing activities to achieve improvements consistent with CSU-ATI goals and expectations. The Training Workgroup will leverage an enterprise, portfolio management perspective to Cal Poly ATI activities (Instructional Materials, Procurement and Web sites). Cal Poly Training focus areas for FY 19-21 are: - Instructional Materials (faculty) - Web (content contributors and authors) The Training Workgroup: - evaluates available training resources and processes - identifies audiences and gaps - recommends what resources and strategies should be deployed The workgroup ensures "Training" efforts align with Cal Poly institutional strategies, timelines and needs. CSU Accessible Technology Initiative (ATI) prescribed "Training" Success Indicators include: - Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities - Campus has developed and disseminated a variety of training materials, both in content and modality (e.g., quick use guides, workshops, FAQ). - Campus is tracking participation/usage of training activities
Chair	Jeff Van Kleeck, Academic Affairs, Technical Services *Information Technology Consultant*
Governance Facilitation	Catherine Hillman, Academic Affairs, Center for Teaching, Learning and Technology (CTLT) *Supervisor, Instructional Support*

Alternative Media, Captioning, Document Remediation Workgroup	
Purpose	The Alternative Media, Captioning, Document Remediation (AMCDR) Workgroup will develop and assist the campus in implementing activities to achieve improvements consistent with CSU-ATI goals and expectations. The "AMCDR" Workgroup will leverage an enterprise, portfolio management perspective to Cal Poly ATI activities (Instructional Materials, Procurement and Web sites). Cal Poly "AMCDR" focus areas for FY 19-21 are: - Instructional Materials (faculty) - Web (content contributors and authors) The "AMCDR" Workgroup: - evaluates available "AMCDR" resources and processes - identifies audiences and gaps - recommends what resources and strategies should be deployed The workgroup ensures "AMCDR" efforts align with Cal Poly institutional strategies, timelines and needs. CSU Accessible Technology Initiative (ATI) prescribed "AMCDR" Success Indicators include: - Campus has established a strategic process for prioritizing the remediation of inaccessible multimedia materials - Campus has developed and implemented accessibility requirements for selecting and adopting multimedia materials - Campus has established a process to inventory existing multimedia content including usage data
Chair	John Lee (Interim), Student Affairs – Disability Resource Center *Assistive Technology Specialist & Accessibility Professional*
Governance Facilitation	Amy Gode, Student Affairs *Assistant Director, Disability Resource Center (DRC)*