

1 Accessibility Procedure

2 University Procedure 101.5

3 **Section 1. Purpose**

4 This procedure sets forth the accessibility standards and courses of action the
5 University will take to adhere to those standards as set forth in University Policy 1015
6 (Accessibility Policy).

7 **Section 2. Definitions**

- 8 • Access and/or accessibility: The quality of being reached, entered, obtained,
9 used or easily understood in the same or equivalent degree as for others
- 10 • Disability: A physical or mental impairment that substantially limits one or more
11 major life activities
- 12 • Electronic and Information Technology (EIT): EIT includes information technology
13 and any equipment or interconnected system or subsystem of equipment that is
14 used in the creation, conversion, or duplication of data or information. The
15 term electronic and information technology includes, but is not limited to, the
16 internet and internet websites, content delivered in digital form,
17 electronic books and electronic books, reading systems, search engines and
18 databases, learning management systems, classroom technology and
19 multimedia, office equipment such as classroom podiums, copiers and fax
20 machines. It also includes any equipment or interconnected system
21 or subsystem of equipment that is used in the automatic acquisition, creation,
22 storage, manipulation, management, movement, control, display, switching,
23 interchange, transmission, or reception of data or information. This term includes
24 telecommunication products (such as telephones), information kiosks, Automated
25 Teller Machines (ATMs) transaction machines, computers, ancillary equipment,
26 software, firmware and similar procedures, services (including support services),
27 and related resources.
- 28 • Employees: Metropolitan State personnel, including all faculty, staff,
29 administrators, teaching assistants, graduate assistants, and student employees
- 30 • Learning Environment: All physical, digital/online locations, contexts, and cultures
31 in which students learn
- 32 • Natural Users: Individuals with a variety of disabilities, including but not limited to,
33 blind, deaf, and fine motor skills impairments
- 34 • Physical Space (facility): Includes but is not limited to the places, including
35 buildings, classrooms, common gathering spaces, access routes to and from,
36 parking lots and ramps and grounds owned, leased or used by the University
- 37 • Product: A good or service that corresponds to a unique company offering
38 (equipment, software package, consulting offering, etc.) that has typically gone
39 through a formal process for development and market introduction and usually
40 has a proprietary name (often with a trademark or TM or ® symbol). I.e., a
41 screwdriver

- 42 • Service: A system supplying a public need such as transport, communications, or
43 utilities such as electricity and water, I.e., a carpenter
- 44 • Solution: The application of a product to solve a specific industry need or
45 business problem. For example, when paired with a screw (another product) and
46 a carpenter (a service), the screwdriver is part of a solution for building a home.
- 47 • Universal Design (UD), also known as "inclusive design" and "design for all": an
48 approach to the design of products, places, policies and services that can meet
49 the needs of as many people as possible throughout their lifetime, regardless of
50 age, ability, or situation
- 51 • Vendors/Contractors: An individual or organization doing business with the
52 Metropolitan State University
- 53 • Visitors/Community Members/Volunteers: Anyone not otherwise affiliated with
54 the University that requires access to university information, spaces (physical
55 and virtual), and/or events.
- 56 • Voluntary Product Accessibility Template (VPAT): A document which evaluates
57 how accessible a particular product is according to the Section 508 Standards. It
58 is a self-disclosing document produced by the vendor which details each aspect
59 of the Section 508 requirements and how the product supports each criterion.
- 60 • Web Content Accessibility Guidelines (WCAG): Web Content Accessibility
61 Guidelines (WCAG) is developed through the W3C process in cooperation with
62 individuals and organizations around the world, with a goal of providing a single
63 shared standard for web content accessibility that meets the needs of individuals,
64 organizations, and governments internationally. The WCAG documents explain
65 how to make web content more accessible to people with disabilities. Web
66 “content” generally refers to the information in a web page or web application,
67 including: (a) natural information such as text, images, and sounds, (b) code or
68 markup that defines structure, presentation, etc.

69 **Section 3. Procedure**

70 A. Course Materials

71 1. Course Materials Standards

72 To ensure an accessible learning environment, faculty shall whenever possible:

- 73 • Adopt any prescribed accommodations/modifications in a fair, non-judgmental
74 and timely manner.
- 75 • Maintain the student’s right to privacy concerning the disability and any
76 accommodations.
- 77 • Include university adopted accessibility statements in their syllabi.
- 78 • Design their courses and course material in an accessible manner following
79 guidelines and accessibility best practices such as Universal Design,
80 including, but not limited to
 - 81 ○ Syllabi
 - 82 ○ Texts
 - 83 ○ Open Educational Resources
 - 84 ○ Course supplements and platforms
 - 85 ○ Assignments
 - 86 ○ Handouts

- 87 ○ Tests and/or Quizzes
- 88 ○ All third-party media

89 2. Course Materials Support

- 90 • The Centers for Faculty Development and Accessibility Resources in
91 collaboration with instructional designers and other specified access support
92 staff will provide instruction and support for campus community members
93 creating courses and instructional materials.
- 94 • Institutional Effectiveness and Technology will use only accessible electronic
95 and information technology and coordinate support for campus units needing
96 assistance with accessibility.
- 97 • Library and Information Services will provide support to faculty and students
98 seeking accessible books, e-books, journals, videos and other course
99 materials.

100 B. Marketing/Promotional Materials and Website

101 1. Marketing/Promotional Materials and Website Standards

- 102 • All marketing and promotional materials shall whenever possible be designed
103 in an accessible manner and include approved accessibility statements. This
104 requirement includes materials created by departments, colleges, student
105 organizations, or other representatives of the University community.
- 106 • All web pages, websites and web-based software published, hosted or used
107 (including remotely hosted sites and software) by the University shall meet the
108 standards and guidelines outlined in the Web Content Accessibility Guidelines
109 (WCAG 2.1). All pages will meet level AA guidelines with limited exceptions.
- 110 • All departments shall whenever possible comply with the web accessibility
111 standards when creating web content, sites, and programs.

112 2. Marketing/Promotional Materials and Website Support

- 113 • Institutional Effectiveness and Technology will provide instruction and support
114 for campus community members creating websites and content so that
115 individuals who author web content can be trained according to the adopted
116 standards.
- 117 • Institutional Effectiveness and Technology will ensure that any content
118 management system and other web production or web object creation
119 software proposed and supported by IET will be accessible and will produce
120 accessible web pages in accordance with the WCAG 2.1 standards.

121 C. Procurement

122 1. Procurement Standards

123 Whenever possible, products purchased by Metropolitan State University
124 shall be Section 508 compliant and meet or exceed WCAG 2.0 Level AA
125 standards. All products and solutions are required to undergo an accessibility
126 audit. Examples of software, hardware and systems include, but are not limited
127 to, learning and content management systems, library and email systems, and
128 administrative management systems such as finance, registration and human
129 resources, and all software, hardware and software services used for student

130 services. Software includes freeware, shareware, desktop,
131 enterprise, subscription, and remotely hosted options. Software that is accessed
132 through a web-browser shall also be accessible. An accessibility audit shall occur
133 prior to purchasing or implementation and may include, but is not limited to:
134 • the testing of products and solutions by natural users with disabilities,
135 • a letter of conformance (VPAT),
136 • testing and vendor demonstrations of accessibility.

137 All contracts and purchase orders for EIT shall normally include the following
138 clause:

139 “Contractor acknowledges that no University funds may be expended for the
140 purchase of information technology equipment and software for use by
141 employees, program participants, or members of the public unless it provides
142 all individuals with disabilities with access, including interactive use of the
143 equipment and services, that is equivalent to that provided to individuals who
144 are not disabled. In addition, Contractor acknowledges that such information
145 technology equipment and software will provide equal and effective access to
146 all individuals in accordance with federal and state laws and regulations,
147 including, but not limited to the Americans with Disabilities Act of 1990 (ADA),
148 Section 504 of the Rehabilitation Act of 1973, and Section 508 of the 1973
149 Rehabilitation Act.”

150 2. Procurement Supports

- 151 • Financial Management and Institutional Effectiveness and Technology shall
152 whenever possible ensure that all software, hardware, local
153 interfaces, modifications and electronic systems are accessible prior to
154 purchase or acquisition.
- 155 • In collaboration with Center for Accessibility Resources, department
156 managers/designees shall ensure that assistive technologies are available to
157 any University community member who may need access.

158 3. Legacy Information and Communication Technology (ICT) Exception

159 Metro State University will adhere to the Section 508 E202.2 Legacy ICT General
160 Exception which indicates: Any component or portion of existing ICT that
161 complies with an earlier standard issued pursuant to Section 508 of the
162 Rehabilitation Act of 1973 as amended, and that has not been altered on or after
163 January 18, 2018 shall not be required to be modified to conform to the revised
164 508 standards.

165 D. Contract Renewal

166 1. Contract Renewal Standards

167 Upon renewal of existing contracts, an accessibility audit is required in the same
168 manner as procurement. See Section 3.C.1: Procurement Standards. Part 3.C.3:
169 Legacy ICT exceptions also apply to contract renewal.

170 E. Group Gatherings and Events

171 1. Group Gathering and Event Standards

- 172 • Sound-assistive technology (for example, microphones) shall normally be
173 used at all trainings, meetings, classes, and/or events with 20 or more people.

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- Events and gatherings taking place in the Auditorium, Library 302 (Ecolab), Library 301, Great Hall, Student Center 101 and/or being webcast shall also have real-time captioning (CART).
 - Virtual gatherings shall normally have live captions using the following guidelines:
 - Gatherings/meetings with fewer than 35 participants with no request for accommodation shall use artificial intelligence (AI) generated captions.
 - Gatherings/meetings that will be recorded for future access by unknown users shall either have professional CART services or if using AI for captioning the captions must be edited and verified prior to the video being posted for viewing.
 - All visual components of presentations, such as images used in power point presentations, shall normally be audio described by the presenter or third-party audio description professional.

188 2. Group Gathering and Event Supports

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- Center for Accessibility Resources will facilitate requests for CART/Interpreters and/or alternative format print materials when made at least one week in advance.
 - Institutional Effectiveness and Technology will facilitate all electronic equipment needs and support services.
 - Operations/Facilities Management will coordinate with CAR/ITS to ensure access needs are appropriately addressed at that time of room reservation.

197 F. Design, Planning and Implementation

198 1. Design, Planning and Implementation Standards

199 All University spaces, whether rented or owned, shall meet or exceed current
200 ADA Standards for Accessible Design and Minnesota Building Code MN statutes
201 16B.59-16B.75 and 326B]. The university will conduct a comprehensive
202 evaluation of the Americans with Disabilities Act accessibility compliance of Title
203 II facilities, programs, services, and communications. The university will also
204 create a complete transition plan based on the results of the evaluation.

205 2. Design, Planning and Implementation Supports

206 All university personnel involved in design, planning and implementation of
207 physical spaces and wayfinding shall collaborate with the appropriate points of
208 contact identified in this policy.

209 G. Employees

210 1. Employee Standards

- 211 To ensure an accessible working environment, employees shall
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- Follow any adopted accommodations/modifications in a fair, non-judgmental and timely manner.
 - Maintain the individual's right to privacy concerning the disability and any accommodations.
 - Use at least 12 pt. Sans Serif fonts for print and digital communications.

- 217 • Design their work materials in an accessible manner following guidelines and
218 accessibility best practices such as Universal Design, including, but not limited
219 to:
220 ○ Emails
221 ○ Training materials
222 ○ Meeting materials
223 ○ Flyers
224 ○ Timesheets
225 ○ Forms

226 2. Employee Supports

- 227 • The Centers for Faculty Development and Accessibility Resources in
228 collaboration with instructional designers and other specified access support
229 staff will provide instruction and support for campus community members
230 creating information and other university materials.
231 • Institutional Effectiveness and Technology will use only accessible electronic
232 and information technology and coordinate support for campus units needing
233 assistance with accessibility.
234 • Human Resources and/or the designated ADA coordinator will provide access
235 to instructional materials and other training opportunities to support campus
236 community member's professional development related to but not limited to
237 creation of accessible documents and other materials.

238 **Section 4. Authority**

239 This procedure is issued pursuant to the authority granted the Americans with Disability
240 Act of 1990 (ADA); Sections 504 and 508 of the Rehabilitation Act; WCAG 2.0 Level
241 AA; MN Statutes 16E.03; MN Statutes 363A.42; MN Statutes 363A.43; State of
242 Minnesota Accessibility Standard; Minnesota Human Rights Act MN Statute 363A;
243 the 21st Century Communications and Accessibility Act (CVAA) Pub. L. 111-260;
244 and Minnesota State Policy 1B.4 Access and Accommodation for Individuals with
245 Disabilities; The Architectural Barriers Act of 1968. Other authority may also apply.

246 **Section 5. Effective Date**

247 This University procedure shall become effective upon signature by the President
248 and shall remain in effect until modified or expressly revoked.

249 **Section 6. Responsibility**

250 The President or their designee is responsible for implementation of this procedure.

251 **Section 7. Review**

252 This procedure shall be reviewed on a biennial basis or as needed.

253 **Section 8. Signature**

Issued on this date: August 31, 2023

Virginia "Ginny" Arthur, JD
President

Date of Implementation:

09/06/23