Decommissioning of HSU Web Accessibility Policy
University Policies Committee
Senate Information Item, 1/24/17

EM:P07-02 Humboldt State University Policy on Web Accessibility was formulated in the first year after the CSU launched its Accessible Technology Initiative (ATI). Its primary policy statement is that all official HSU web pages shall be made accessible to users with disabilities. The guidelines referenced in the policy statement are no longer kept current; everything else in this document describes procedures that the university does not, and never has, followed.

In researching other CSU campuses, a similar policy was not found. One campus has a draft policy written in 2006, but not a final or published version of that policy. On other campuses, web sites that describe their ATI program simply refer to the Executive Order(s) issued by the Chancellor's Office as context for campus efforts.

Ideally, procedures and guidelines don't belong in a policy document. At minimum, this policy needs to be re-crafted as a simple confirmation of HSU's commitment to follow the Executive orders.

The CO Audit and Advisory Services office has announced that it will conduct audits regarding the status of Accessible Technology on all 23 CSU campuses, and has thus far conducted those audits on six campuses with HSU's audit in either 2017/18 or 2018/19. Experience with audits in general tells us that having a policy that isn't followed is likely to result in an audit finding. This request to remove a policy is the first of many steps being taken to prepare HSU for its inevitable audit.

EM:P07-02 Humboldt State University Policy on Web Accessibility

2007-09
Policy Number: EM:P07-02 - Humboldt State University Policy on Web Accessibility

The Purpose
The California State University (CSU) has an ongoing commitment to provide access to information resources and technologies to individuals with disabilities. This commitment is articulated in the January 2005 Executive Order 926, the CSU Board of Trustees Policy on Disability Support and Accommodations (see http://www.calstate.edu/eo/EO-926.html [1]).

The purpose of the Humboldt State University Policy on Web Accessibility is to affirm our commitment to accessibility.

Scope
This policy applies to all official University web pages. Web pages published by students, employees, or non-university organizations that are hosted by the University but do not conduct University related business are encouraged to adopt the University's policy and standards.

Policy
All official Humboldt State University web sites shall conform to the HSU Guidelines for a Reasonably Accessible Web Site (see http://www.humboldt.edu/~wag/guidelines.html [2]). The guidelines will be maintained by the Advisory Committee on Services to Students with Disabilities (ACSSD) in collaboration with the campus web manager. Each work unit responsible for web page design and publication shall ensure that

its web pages are in compliance with this policy. The University shall support and enforce this policy in accordance with the specific timelines stated in the Chancellor's coded memo AA-2007-04 (see http://www.calstate.edu/AcadAff/CodedMemos/AA-2007-04.pdf [3]).

Implementation and Enforcement

The vice presidents shall identify an individual from their division who will be responsible for implementation and enforcement of this policy and provide these names to the web manager. In cases of divisional overlap regarding accountability for a specific web page, questions about which division is responsible should be referred to the ACSSD.

Requests for Exceptions

All requests for exceptions to this policy must be made to the divisional representative in their area. The divisional representative will review the request and if he/she endorses the request, it must be submitted to the web manager for authorization. Biannual reports of exceptions granted shall be submitted by the web manager to the ACSSD. Appeals concerning the web manager's decision shall be made to this committee for a final decision. An annual report of exceptions granted shall be submitted by the web manager to the Executive Committee.

Policy Violations

The web manager will notify the divisional representative, the web page owner and the web page owner's supervisor of all policy violations.

The web page owner will be given six weeks to correct the policy violation or request from the web manager a formal extension that includes a completion date. If neither of these steps is completed in this time frame, the web manager has the authority to remove from service web pages that do not meet accessibility guidelines.

Exceptions

Web sites and pages that are no longer actively linked to the campus web site but are records that must be retained are considered to be in archive status and are not subject to this policy unless specifically requested by the ACSSD.

Where compliance is not technically possible or may require extraordinary measures due to the nature of the information and the intent of the web page, exceptions to this policy may be granted. Requests for such exceptions must be based on issues other than cost or time alone, and they must provide an equally effective alternate form of access as defined in Coded Memo AA-2007-04.

Reporting

An annual status report summarizing the progress toward accessibility of HSU's official web pages including identification of goals for the upcoming year (as specified in the Chancellor's coded memo AA-2006-41) shall be submitted at the end of each spring semester by the web manager to the Executive Committee, with a copy to the ACSSD.

Review

The ACSSD will review this policy and the associated guidelines and will recommend necessary revisions at least once every three years.