



ADA Compliance 3 Year Plan

Purpose

CPCC's mission states that the college will provide accessible academic programs. In order to accomplish this goal, it is necessary that the college take steps to ensure that learning materials are accessible to students with disabilities. This 3 year plan (3YP) outlines steps the college will take in order to be in compliance with Federal and State law (Appendix A) and fulfill the mission of the college.

Year 1 – Planning and Inventory

Year one begins on July 1, 2015 and ends on June 30th, 2016. The main goals for this year are to form a committee to create the plan, identify areas of concern and review the college services to have an inventory of what needs to be modified.

<i>Organizational Structure</i>	A cross-functional committee, called the Digital Learning Accessibility Committee (DLAC, Appendix B) will be formed to meet periodically to carry out the work of the accessibility plan.	Gary Ritter Karen Merriman
<i>Digital learning tools and resources inventory</i>	Survey all program areas to produce an inventory (Appendix C) of all digital learning tools and resources used at the college which can then be examined to ensure accessibility compliance. Collect Voluntary Product Accessibility Templates (VPAT).	Gary Ritter Don Michael
<i>Collaboration</i>	Engage other organizations to share and learn from including: colleges, the North Carolina Community College System (NCCCS) Virtual Learning Center (VLC), Department of Justice (DOJ), Department of Education (DOE) Office of Civil Rights (OCR), Educause and the World Wide Web Consortium (W3C).	DLAC

Year 2 – Develop Processes

Year two begins on July 1, 2016 and ends on June 30, 2017. The main goals for this year are to create processes that will guide the development and selection of accessible digital learning tools and resources. This year will also see the finalization of the awareness campaign.

<i>Video Captioning Process</i>	Develop process and visual workflow (Appendix D) to help clarify what videos need to be captioned and the steps necessary to have captions made and added to a course.	Don Michael
<i>Communication Plan</i>	Develop a comprehensive communication plan (Appendix E) to raise awareness of accessibility in general and clearly articulate processes and deadlines related to the 3YP.	Justin Thompson
<i>Professional Development</i>	Create professional development modules that will help faculty and staff learn more specifically about accessibility and how to select and create appropriate digital learning tools and resources.	Shantell Strickland-Davis
<i>Facilities</i>	Review accessibility compliance of all physical facilities.	Vicki Saville
<i>eLearning Checklist</i>	Update eLearning checklist to include accessibility considerations	Luvon Hudson
<i>College Website</i>	Conduct review of website to identify pages that are not accessible and develop plan to make changes.	Chris Emery
<i>Screen New Adoptions</i>	Prohibit adoption of new digital learning tools and resources that do not adhere to the CPCC Hosted Solutions agreement (Appendix F) which includes language related to accessibility.	Gary Ritter

Year 3 – Awareness and Review

Year three begins on July 1, 2017 and ends on June 30, 2018. The main goals for this year are to execute the communication plan and make sure everyone in the college community is aware of efforts to ensure accessibility and of available resources. Training and review will continue.

<i>Master Shell Audit</i>	Begin to review content of all Blackboard and Moodle master shells for accessibility and take corrective action.	Division Directors
<i>Website Review</i>	Review CPCC website for accessibility and take corrective action.	Chris Emery
<i>Communication Plan</i>	Execute communication plan to raise awareness of college plan and available resources.	Justin Thompson
<i>Digital Learning Tools & Resources Review</i>	Ensure all vendor provided and open-source digital learning tools and resources comply with the CPCC hosted solutions agreement.	Gary Ritter
<i>Professional Development</i>	College will offer regular professional development classes as well as self-paced online modules to help faculty and staff select and develop accessible materials.	Shantell Strickland-Davis
<i>Resource Website</i>	Develop web-based reference content	Serena Johnson