CATO Work Plan 2016 - 2017

	Work to be accomplished	Lead/Groups Involved	Timeline
1	Craft and distribute statement/talking points re CATO and Policy 188 for the CTC system	SBCTC Staff	DONE: http://bit.ly/cato188 Distribute to councils and commissions.
2	Collect and distribute examples policies/procedure - especially as they pertain to and impact specific areas (like library databases, SIS, etc.)	CATO members - share/post collected materials in Basecamp	Example AT Policy language compiled here: http://bit.ly/ATPolicy UM Policy Template: http://bit.ly/ATpolicytemplate
3	Identify technologies and digital communications/applications unique to specific college units/departments to begin the process of evaluating system tools that may not be in compliance. (Ex. Librarians might identify which library databases are in use and begin contacting the vendor/publisher to discuss accessibility and compliance.)	CATO members in partnership with their respective council/commission	Ongoing (Address at Winter meeting)

4	Develop and hold monthly/bi-monthly webinars on specific topics regarding accessibility. Follow webinars with surveys to measure college's progress/areas for support.	Logistics, scheduling - SBCTC
		
		Topic/content - all
			• State AT Policy Webinar Nov 9, 2017
			• Policy creation webinar, Dec 7, 2017
			• Upcoming:
			  ○ GOALS Benchmark and Planning Tool
			  ○ Procurement/working with vendors
			  ○ Testing

5	Develop remediation "playbook" / create and distribute accessibility rubric for institutions to use to develop action plan	Jess is working with folks from GOALS	• Testing: http://ncdae.org/goals/planningtool.php
6	Field questions regarding AT policy creation and implementation from the system. Publish questions and answers for wide audience.	SBCTC staff will coordinate distributing and publishing questions. Full committee will develop responses, depending on subject area.	• Website/question submission form to be published first week of Feb.