

Suny Niagara Mission

Suny Niagara provides flexible teaching and learning environments dedicated to educational excellence and committed to our core values of student centeredness, accessibility, comprehensiveness, collegiality, community partnership, and lifelong learning. Through the liberal arts and sciences as a key component of all academic programs, our College nurtures and empowers students to recognize and to value our common humanity as well as the richness of our diversity. Suny Niagara offers quality academic programs while providing supportive student and academic services. To produce engaged citizens, Suny Niagara provides cultural, social, recreational, athletic, and global experiences. Suny Niagara is a major contributor to economic development through transfer, career and technical education, workforce development, and continuing education. To demonstrate integrity and accountability, Suny Niagara operates through a collegial model of shared governance, which provides for a comprehensive assessment of all aspects of institutional effectiveness.

Suny Niagara Vision

Sunny Niagara will be a leader in providing a dynamic, high-quality educational environment responsive to current and emerging needs of our students and community.

Strategic Plan

In Fall 2019, we completed a strategic plan to prepare for its 60th anniversary. Included in the six core values Suny Niagara's recent strategic plan is, Accessibility: Suny Niagara is committed to meeting the diverse needs of students by remaining accessible in programs, policies, procedures, admissions, locations, facilities, and tuition.

Accessibility as a Component of Campus Diversity, Equity and Inclusion

Campus Equity, Diversity, and Inclusion Plan includes guiding principles that speak to a commitment to practices that promote inclusion of people with disabilities. These are:

- Prevention of discriminatory or harassing behaviors that create hostile or exclusionary environments for others based on gender, sexual orientation, age, race, religion, socioeconomic status, ability, or ethnicity.
- Commitment to consistently improving opportunities for all people, by supporting social justice and civility, in developing curricula, programs and services.
- Transparency in processes, and a leadership accountable for the experiences of all members of the college community.
- Ongoing evaluation of recruitment and outreach practices to sustain diversity in employee and student populations and in external constituent relationships.

Executive Sponsorship, Administrative Responsibility, and Tactical Execution of EITA Plan

The college's executive leadership sponsors the EITA Compliance Plan, as follows:

William Murabito, Ph.D.	President
Lydia Ulatowski	VP, Academic Affairs
Wayne Lynch	VP, Administration
Julia Pitman	VP, Student Services

The college convened an EITA Compliance Advisory Committee that includes members from across campus. This committee will expand during the 2021-2022 academic year to include membership that more broadly represents the campus community. The current committee membership is, as follows (alphabetical, by first name):

Alissa Shugats Cummings	AVP, Student Services
Barb DeSimone	Director, Public Relations and Event Management
Caitlin Wetherwax	EITA Compliance Officer; Program Coordinator, Accessibility Services
Ryan Herman	Assistant, Public Relations
Donna Simiele	Coordinator, Online Learning Technology Support
Fabio Escobar, Ph.D.	AVP, Academic Affairs
James Murphy, Ph.D.	Teaching Faculty
Jean Linn	Librarian
Jesse Goldberg	AVP, Office of Information Technology
Wayne Lynch	VP, Administration

Core Elements

Authority and Responsibility: Embedding roles, authority, responsibility and accountability in each area of the plan is critical to ensuring the campus EITA plan moves forward according to an established timeline but also with flexibility in responding to changes and obstacles encountered in executing the plan and developing relevant policies. As outlined in the remainder of the plan, personnel have been identified who will lead in the Administrative Oversight (responsible party) and Tactical Execution (hands-on, practitioner) roles. Additionally, there is a plan to recruit campus ambassadors who will act as point of contact for colleagues to implement training at the level of practice.

Awareness Raising: Raising awareness is an ongoing effort that will include multiple means of conveying information about campus practices while integrating access to available training. In year two, the college will engage in a rigorous campaign to communicate EITA across campus, effectively positioning ambassadors for members of the campus community seeking training, guidance, and support. Year two of the plan will provide the foundation to shift culture toward inclusivity of accessibility practices, rather than making it an add-on to established practices. The following years of the plan will focus on updating training, supporting dissemination of information on new or innovative practices, and informing members of the campus community about relevant new and/or revised policies. A structured campus communication plan will follow.

Design: Implementing accessibility-focused interventions in executing activities critical to conducting campus business includes focus on Universal Design (UD) and attention to the principles of Equitable Use, Flexibility in Use, Simple and Intuitive Use, Perceptible Information, Tolerance for Error, Low Physical Effort, and Size and Space for Approach and Use. Likewise, integrating faculty education on Universal Design for Learning (UDL) in support of pedagogy inclusive of engagement, representation, and action and expression is critical to academic experiences that are intentional in meeting the broad needs of a diverse student population.

Procurement: Including accessibility criteria in Information & Communication Technology (“ICT”) purchases should provide more equitable access to equipment such as computer systems for students with disabilities. Sunny Niagara uses a variety of procurement approaches to comply with federal and state regulations. The goal is to implement procurement procedures that include accessibility as a requirement within purchasing processes. While certain purchasing occurs through the Business Office and are evaluated only at specific cost thresholds, other purchasing is evaluated through the Office of Information Technology if the office is expected to provide administrative/technical support, and others are accessed through academic units as part of course or textbook materials). EITA procurement process monitoring will be subject to policies in the Procurement section, through awareness spreading and training. All members of the campus community will be aware that accessibility of digital and web media is as critical a standard as primary function of the media (example of primary function: a quiz platform attached to a digital textbook, provided by and managed by the publisher).

Monitoring Compliance: Monitoring compliance of any practices and processes listed in this document will occur by subcommittee for each of the five areas according to applicable standards. Procedures will include systematic subcommittee evaluation according to an established timeline each semester, and by convening the campus-wide EITA committee once per semester to report-out, and document action and outcomes related to progress within the scope of this plan. Compliance measures will include SUNY-established metrics, and cultivating open communication and information sharing critical to monitoring compliance and empowering agencies in compliance. An additional component necessary to monitoring compliance will incorporate flexibility as necessary to meeting the needs of the campus community as they arise, but also in addressing emergent EITA standards. Semester timeline:

Training: Training in year one will include a prescribed, rigorous schedule to bring the knowledge base of all personnel who develop, select, purchase and maintain electronic and information technologies to scale in executing this plan. After year one, training will occur according to a prescribed schedule of at least one training module per semester per area with more training added when the compliance monitoring process reveals an area that needs attention and improvement. Training programs will utilize expertise available on campus and seek out alternate cost-effective resources: consistent education on best practices, sharing knowledge with other members of committee, and identifying other members of the campus community who need training to execute the goals of the campus EIT plan is expected to be an outcome associated with monitoring compliance and staying abreast of changes in EITA. This collective effort will be addressed through the compliance monitoring process.

Area of EITA	Web	Digital Content	Procurement	Classroom	Library
Training Ambassadors	Ryan Herman	Donna Simiele	Caitlin Wetherwax	Caitlin Wetherwax	Jean Linn

Challenges and Flexibility

Often accessibility is handled on a case-by-case basis. There are a myriad of reasons this occurs. One may be that a member of the campus community presents with a disability that creates a unique set of barriers not addressed through conventional approaches to accessibility; these are handled by the appropriate office by crafting an accommodation that mediates the barrier. As part of the flexibility of this plan, the plan will act as a model for supporting inclusion of these concerns and making changes to campus practices, policies, and procedures that address emerging barriers for members of the campus community. The EITA committee will ensure the core elements are addressed in resolving concerns through this process and is the responsible party for documenting associated processes and outcomes.

Web Accessibility

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Authority & Responsibility	2022	Develop web accessibility policy across college.	AVP Office of Information Technology, EITA Officer, Public Relations Director, Web Accessibility Committee	Public Relations Assistant (Web)	Resources include web editors within departments with WordPress access to niagaracc.suny.edu <ul style="list-style-type: none"> • SUNY EITA Policy • WCAG 2.0 AA 	Policy developed for campus regarding web accessibility.	2	In draft
Awareness Raising	2022	Staff that post to the college website will be informed of/updated on procedures and requirements to meet accessibility standards.	EITA Officer, Public Relations Director, Public Relations Assistant (Web), Videographer	Public Relations Assistant (Web)	Public Relations; in collaboration with EITA Committee, Online Education (webinars) <ul style="list-style-type: none"> • WCAG 2.0 AA 	All authorized staff that post to the college website will be aware and educated about web accessibility.	3	Initial training offered internally to all web editors in March 2022. Training will be recorded, CC and maintained in an EIT training library. Prior Web Coordinator taught all of our web editors to use alt, title and descriptive title tags in order to increase the

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			Administrative Oversight	Tactical Execution				
								accessibility for the user in addition to heading structure as a basis for accessibility awareness.
Design	2022	Design of all public-facing webpages are accessible to anyone interacting with the pages. WCAG 2.0 AA standards should be followed. Run manual accessibility tests.	VP of Office of Information Technology, Public Relations Public Relations Director, Public Relations Assistant (Web), AVP of Office of Information Technology	Public-facing website: Public Relations Assistant (Web), Staff with web posting authority Behind sign in/3 rd party sites: AVP of Office of Information Technology	Deque as a professional development tool for faculty/staff including webinars, SUNY conferences, and other training offered.	Improve accessible content for anyone interacting with the college website.	4	From a programming standpoint we check pages for WAI and Section 508 with WAVE/wA11y. From a design standpoint we use a color contrast analyzer to design with high-contrast colors and use font styles/sizes that are legible.
Procurement	2022	Public Relations will follow procurement protocols developed by the EITA Committee. When evaluating new resources, Public Relations will review accessibility standards.	Public Relations Staff, Public Relations Assistant (Web), AVP of Office of Information Technology	Public Relations Assistant (Web)	<ul style="list-style-type: none"> SUNY EITA Policy NCCC EITA Policy 	Software purchased will be vetted to allow for increased accessibility and improved user experience.	3	Plugins for the website are vetted for theme compatibility, usability, and accessibility by webmaster. Software i.e., a chatbot would be vetted by PR and OIT offices from a procurement standpoint.
Monitoring Compliance	2022	Usage of automatic monitoring tools used for assessing website and digital	Public Relations Director, Public	Public Relations Assistant (Web),	wA11y (WAVE) plugin for staff in WordPress. PAC3 PDF/UA tester and software to be	Regular accessibility testing will occur on webpages. Remediation	3	Web compliance is monitored, but PDF and document compliance

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
		<p>content. Website's CMS (WordPress) makes use of wA11y (WAVE) plugin for staff to use to test the website.</p> <p>Website also makes use of UserWay's accessibility widget to allow users the ability to customize their experience.</p>	Relations Assistant (Web)	designated web editors	<p>installed on all web editors' computers by OIT. If budget allows, campus license for axesPDF (add-in to MS Word) PDF remediation tool is recommended as needed.</p> <p>Web and content creators are encouraged to use Grammarly to perform spell and grammar checks on their work (a free software that installs as a Chrome browser tool).</p>	will take place by web editors and Coordinator of Multimedia and Web Services for web pages determined to be inaccessible.		also needs to be instituted for all content creators.
Training	2022	Those with web edit access will be required to complete the training.	Public Relations Director, EITA Officer, Public Relations Assistant (Web)	Public Relations Assistant (Web)	Deque as a professional development tool for faculty/staff including webinars, SUNY conferences and other training offered.	Increased awareness of making accessible content for anyone interacting with college websites.	2	Planning – All staff given access to Deque University training and consistent internal staff training planned.

Digital Content Accessibility

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Authority & Responsibility	2020	Every effort will be made to ensure academic content will be accessible to students, including publisher content, third party software, and webpages.	AVP of Academic Affairs, EITA Officer, AVP of Student Services, Online Learning Coordinator	Accessibility Services Coordinator, Faculty, Online Learning Technology Support Coordinator	FRCAE and Online Learning Department offer continuous training. Blackboard Ally provides gauges to evaluate the accessibility of content. OSCQR Quality Rubric for online/hybrid/blended course development. Accessibility Services works one-on-one with faculty when needed.	All academic content will be accessible including online, remote, and traditional classroom content (handouts, streamed content, and videos). Additionally, all 3 rd party software includes electronic textbooks and publisher content.	4	Online Learning has a module on delivering accessible courses via LMS. Online/hybrid/blended course development OSCQR rubric contains a section on making content accessible. Ally is available to all course content loaded into the LMS.
Awareness Raising	2020	Webinars and training support our staff and faculty with accomplishing the goal of accessible digital content for both our written materials, and the classroom environment.	AVP Academic Affairs	Accessibility Services, Academic Division Chairs	Blackboard Ally provides gauges to evaluate content accessibility. OSCQR Quality Rubric for online/hybrid/blended course development. Accessibility Services works one-on-one with faculty when needed.	All digital content in courses meet accessibility standards, all third-party software and web subscriptions will be accessible to students.	5	Faculty are aware of the support offered by Online Learning in developing accessible materials and that Accessibility Services is available to test materials to meet the needs of specific students when an unanticipated barriers present.
Design	2020	Develop policy ensuring that all third-party digital content	Assistant to VP of Academic Affairs	Online Learning, EIT Committee,	SUNY EITA Policy, WCAGG 2.0 AA, Blackboard Ally, OSCQR	All digital content used in the teaching environment	3	EITA committee established and working

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			Administrative Oversight	Tactical Execution				
		(software and web subscriptions) used in teaching is accessible.		and Accessibility Services Staff	Rubric for Quality Course Design Standards.	is accessible to all students.		on a plan to design and support these goals.
Monitoring Compliance	2020	Use OSCQR Rubric to complete a NCCC Quality Peer Review of Online courses.	Online Learning	Online Learning and Accessibility Services Staff	Webinars will be offered and recorded on how to make course content accessible. These resources will be offered to all faculty and staff.	Monitor educational content to ensure third party publisher content, software, and web subscriptions are compliant. Faculty will work with Accessibility Services to ensure access when barriers are present.	5	Faculty work with Accessibility Services case-by-case when accessibility issues arise. Online Learning will continue to use the Quality Peer Review process to make improvements to online courses.
Training	2020	Regular and ongoing training will be offered to the college community.	Assistant to VP of Academic Affairs, EITA Officer, Online Learning Coordinator	Online Learning	Webinars will be offered and recorded on making course content accessible and available to all faculty and staff.	Training for the campus community will be ongoing and routine.	5	Training is established for online courses. Webinars on making course content accessible are offered.

Procurement

Objective	Plan Year	Actions	Responsible Parties		Resources/Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Authority and Responsibility	2021	Develop internal policy for the procurement of software solutions to ensure they are ADA compliant.	VP of Administration, Finance Office Director, AVP of Information Technology, EITA Officer	AVP of Information Technology	<ul style="list-style-type: none"> SUNY EITA Policy SunyNiagara EITA Policy 	Approved internal policy.	4	The Business Office added VPAT/ACR language to the procurement request process in Fall 2021.
Awareness Raising	2022	Use training to educate members of the campus community on accessibility standards.	Finance Director/AVP of Information Technology/EITA Officer	Office of Information Technology, AVP of Student Services	Third party testing services, training for staff, database for VPATS.	Embed accessibility as part of all processes related to procurement.	3	Training on VPAT/ACR provided to the campus community in March 2022.
Design	2022	Establish a standing committee to review plans and procurement for campus and classroom spaces and furniture, including both those being refurbished and those being built, to ensure they meet seating and furniture guidelines outlined in Sections of 221, 304, 305, 306, 403 and 802 of 2010 and ADA standards.	EITA Officer, VP of Administration, VP of Academic Affairs, AVP of Information Technology			Develop testing strategy and procedure for assuring furniture and hardware solutions meet accessibility standards.	1	

Objective	Plan Year	Actions	Responsible Parties		Resources/Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Procurement	2022	Centralize procurement responsibilities for classroom furniture to assure all furniture is compliant; establish communication pathways for all parties procuring software to ensure compliance prioritized among parties.	VP of Administration	EITA Officer, VP of Administration, VP of Academic Affairs, AVP of Information Technology, AVP of Student Services	Identify equipment that needed to be procured and develop funding strategies.	Approved process and documented process for the campus community	1	
Monitoring Compliance	2022	Periodic review according to established timeline for software, and other items to ensure they meet revised or new accessibility standards.	VP of Administration, EITA Officer, AVP of Student Services	Accessibility Services, Director of Finance		Develop testing strategy and procedure for assuring software solutions meet accessibility standards.	3	Many of our larger software programs (Banner, SLATE, Starfish, D2L) will be undergoing review by the SUNY EIT Group with SUNY Admin support. Sunny Niagara will conduct an internal review of products not included on this list.
Training	2022	Provide training on evaluating VPATs, understanding of applying sections of 221, 304, 305, 306, 403 and 802 of 2010 and ADA standards		Accessibility Services, Director of Finance		Improve campus awareness of accessibility standards.	2	Planning

Classroom Accessibility

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Authority & Responsibility	2022	Document capabilities of all classroom technologies and document inventories to assure all ADA needs can be met as needed.	EITA Officer, VP of Administration, VP of Academic Affairs, AVP of Information Technology	AVP of Information Technology		Classroom learning and course materials presented in classrooms are accessible to low vision/blind, low hearing/deaf students, and in any situation where disability presents a barrier to participation/access.		
Awareness Raising	2022	Hold workshops for faculty on accessibility in the classroom with focus on Universal Design.						
Design	2022	Ensure all furniture meets seating and furniture guidelines outlined in Sections of 221, 304, 305, 306, 403 and 802 of 2010 and ADA standards.	VP of Administration, AVP of Student Services	VP of Administration, OIT AVP, Accessibility Services Coordinator		Document furniture that is not compliant and develop timeline to replace equipment.		
Procurement	2022							

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Monitoring Compliance		Develop guidelines and procedure for assuring all hardware procured meets ADA standards	AVP of Information Technology	Office of Information Technology, Accessibility Services Coordinator				
Training		Provide training as needed on using FM system, live feed screen function,	AVP of Student Services	Accessibility Services Coordinator				

Library Accessibility

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Authority & Responsibility	2002	The Library will assign roles & responsibilities to positions within the department.	Library Director, EITA Officer	Library Director	Online training to help staff understand new responsibilities.	Library employee roles and responsibilities for providing accessible services will be defined.	2	Planning

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Awareness Raising	2021	The Library will promote the accessibility of its services, such as research databases with TTS, by creating a guide with highlighted features and instructions.	Library Director, Accessibility Services	Library Director	Budget for accessibility resources to be added to collection and training opportunities.	Library patrons will know what types of support are available to them and how to request support.	2	Library Director has begun creating a list of the resources available.
Design	2022	As the Library acquires new databases, accessibility will be a priority. All new services will be reviewed to meet accessibility standards.	Library Director, Accessibility Services	Library Director	Budget for accessibility resources	New library services will meet accessibility standards and digital offerings by the library would improve.	3	Librarians are familiar with accessible databases, digital content, and workstations.
Procurement	2022	The Library will follow procurement protocols developed by the EITA Committee. When evaluating new resources, the Library will review accessibility standards such as alternative format availability.	Library Director, EITA Officer	Library Director	SUNY EITA Policy, SunyNiagara EITA Policy	The accessibility of databases and digital resources will be improved.	2	
Monitoring Compliance	2022	The Library will perform a routine analysis of EITA.	Library Director, EITA Officer	Library Director, Accessibility Services	N/A	Services are compliant with the SUNY EITA Policy.	2	Spring 2022.

Objective	Plan Year	Actions	Responsible Parties		Resources/ Funding	Potential Outcome	Progress (1-5)	Status Description
			Administrative Oversight	Tactical Execution				
Training	2022	The Library will identify appropriate instructional resources for staff participation. Access to Deque University or online training will be provided.	Library Director	Library Director, Accessibility Services Coordinator	SUNY EITA Policy, Deque University, Library webinars & online training, staff time.	Librarians and library staff will be aware of the library's accessibility policy and accessible services.	3	Spring 2022.