



# **ACCESS360: IMPLEMENTING INSTITUTIONAL ACCESSIBILITY**

**2018-19 GRANT INFORMATION**

Accessible Technology Initiatives

Washington State Board for Community and Technical Colleges

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[SBCTC.edu](http://SBCTC.edu)

# Overview

Access360 offers a yearlong mentorship opportunity for cross-functional campus teams as they implement accessibility policies on a broad scale to effectively, efficiently and equitably serve students, employees, and community members. Participation in Access 360 will help campuses:

- create (or strengthen) how your cross functional team works collaboratively to ensure successful implementation of accessibility policies and practices on your campus;
- find time, space, and generative structures so your team can identify achievable goals and a realistic plan;
- provide scheduled support and accountability as your team moves through its plan to fully realize your campus goals.

To better understand the type of activities assessed and tracked over the course of the year, the 2017-18 [Access360 Report](#) details the progress made by the first year's cohort.

## Applicant Guidelines

### Who May Apply

The Access360 grant is open to all 34 Washington State Community and Technical Colleges, including colleges that completed Access360 the previous year. This is a competitive application and funding will be allocated to colleges based on outlined criteria.

### Statement of Work

Participating colleges will:

- Send at least four team/workgroup members to two 2-day convening events – one in Fall and one in Winter or Spring at Green River's Kent Station campus. If four team/workgroup members cannot attend, a proxy must be assigned.
- Hold monthly meetings throughout the 2018-19 school year. Monthly meetings may be existing team/workgroups standing meetings as this grant can complement the work you've already started or are in the process of starting on your campus. A member from CATO (Committee for Accessible Technology Oversight) will attend at least one of the monthly meetings.
- Use the NCDAAE GOALS Benchmark and Planning tool to conduct an institutional self-study and track progress made towards policy implementation. Two rounds of the self-study will be completed in order to measure baseline standing and progress made over the course of the year. Attend/review a 1 hour orientation on the NCDAAE GOALS Benchmark and Planning tool.
- Ensure any materials created and distributed for the purpose of Access 360 are openly licensed and formatted for accessibility.

### Application Approval Criteria

This is a competitive funding process. Applications must meet the following minimum criteria to be considered:

- Accessibility workgroup is composed of relevant stakeholders.
- Your workgroup should consist, ideally, of six to eight people. Workgroup make-up will vary, but we suggest at least one person from the following areas: Information Technology, eLearning,

Disability Support Services, Instruction, Public Information/Communications, and Business Affairs. Other suggestions include Library, Deans, Research, Human Resources, and/or someone who is charged with equity work on your campus. Additionally, we strongly recommend engaging executive level leadership in this work.

- Accessibility workgroup members have committed to meeting regularly (at least once a month) and attending Access360 convenings (at least four members are required to attend).
  - Ideally, your workgroup has already established ongoing meetings in order to plan and implement activities supporting accessibility. For this work to be successful, it is important to have a committed group of people that meet regularly and report out/back about accessibility projects and progress. Your application should detail the meeting schedule and demonstrate consistent participation by each member of your workgroup.
- Workgroup has obtained executive level sponsorship.
  - Involvement from executive level leaders on campus is vital to supporting and sustaining accessibility work. In some cases workgroups may have one or two executive level members. In other cases there may be an executive advisory body that the workgroup reports to on a continued basis. You application should describe what level of involvement your VPs and/or President has had/has committed to in regards to this work.
- College has an accessible technology policy (approved or drafted).
  - Access360 is ideal for colleges that have started work around accessible technology. It is not ideal for colleges that have nothing in hand to work from, nor can it be the foundation for such work (as it is only a one year project and accessibility is an on-going and never ending process that must be woven into college operations). Access360 can help inform colleges that have started defining how to integrate accessibility into their practices. Your application should include information about the status of your accessible technology policy, and a link to the policy if available.
- Evidence of sustainable practices that support accessibility.
  - Access360 is intended to support work that is in the planning stages, in progress, and/or on-going. Access360 provides a way to assess whether or not the work and implementation is as comprehensive as it should/could be. Colleges should be able to demonstrate that their accessibility work is not solely reliant on Access360, given the short term and temporary nature of the grant. You application should demonstrate the ways in which your institution has/is/will embark(ing) on this work and how the work will be amplified/augmented by and not fully dependent on participating in Access360.
- Demonstrated willingness and desire to address/confront/uncover areas of improvement in order to improve technology access on an institutional level.
  - Implementation is unique to each college and colleges participating in Access360 need to have a certain level of institutional awareness in how to work within the culture, politics, and barriers that are unique to your institution. We recognize that not every college will have "perfect" answers to the application questions, but we're looking for a certain level of thoughtful awareness and capacity to address areas that may be deficient. Access360 can help provide evidence to support your requests for support or plans of action. Related, your workgroup or leadership in accessibility may have particular barriers that it needs to overcome in order to more successfully implement accessible technology. Your application should demonstrate the ability to communicate open and honestly about workgroup/institutional barriers that hinder progress, as well as thoughtful consideration as to how to prevent such barriers from interfering with participation in Access360.

# Application Questions

## Point of Contact/Leadership

1. Accessibility Workgroup facilitator/chair: Name, title, email, and phone.
2. Co-facilitator/chair or one additional contact person. Name, title, email, and phone.

## Accessibility Workgroup

3. List your current accessibility workgroup members and their titles. [2500 characters]
4. Provide a description of your accessibility workgroup. When was the group formed? How were members selected/appointed? How often does your workgroup meet? Do members consistently attend meetings? Are there people you feel are missing from your workgroup? [2500 characters]
5. Does the workgroup report to anyone/body? How does the workgroup report out/share information with the larger campus community? [1500 characters]
6. Does your workgroup have executive level involvement or sponsorship? If so, describe. If not, provide an explanation as to why that may be. [1500 characters]
7. We agree to have at least four workgroup members attend the Fall and Spring convenings (Fall: Nov 1 - 2 at GRCC Kent Station, and Spring: Early-/mid-May at GRCC Kent Station). [checkmark]

## Policy and Implementation

8. Does your college have an accessible technology policy? [yes/no]
9. If so, when was/will it be approved? Who was involved in writing the policy? If possible, provide a link to the policy. [1500 characters]
10. Summarize the work your college workgroup (or other body/department) has made towards improving accessible technology at your institution. Please be sure to identify who led the work, how it was supported/funded, and the status of the work now. Explain how participating in Access360 can amplify/augment this work. [4500 characters]
11. Summarize what your group feels is the largest obstacle to improving accessible technology at your institution. If referring to funding or time, please focus your response on how the funding and time is used. [2500 characters]
12. Participation in Access360 requires the college accessibility workgroup to complete two rounds of a self-study in order to identify areas in need of improvement and to track progress made over the year. [4500 characters]

For colleges that have not participated in Access360, explain how a self-study will assist you in addressing accessible technology efforts on your campus. If the study suggests that you should change or alter your current practices, will your workgroup be able to respond to the recommendations?

If your college participated in Access360 previously, explain how your most recent round of review using the GOALS tool has informed your practice moving forward and, more importantly, discuss what will change in order to better address areas that experienced little to no improvement, yet remained at or below average.

13. We agree to the deliverables outlined. [yes/no]
  - Submit initial GOALS self-study Benchmark Report by October 12, 2018. SBCTC will only use this

information to inform our practices, not to evaluate colleges. We will share/openly discuss trends in the data, but specific colleges will not be identified.

- Submit an Action Plan based on the initial GOALS self-study. Due to SBCTC no later than October 12, 2018.
- Submit a Benchmark Report from the second GOALS review cycle (to be completed end of Spring) and an Administrative Report comparing both cycles. Due to SBCTC no later than June 20, 2019. SBCTC will only use this information to inform our practices, not to evaluate colleges. We will share/openly discuss trends in the data, but specific colleges will not be identified.
- Submit an end of year reflection and 2019-20 work plan based on a follow up GOALS report on progress made. Due to SBCTC no later than June 20, 2019.

## Funding

### Purpose of Funding

The purpose of the Access360 grant is to assist participating colleges with travel costs for attending the two required convenings that are planned to be held at GRCC Kent Station. Colleges that are near the convening location (in King, Pierce, or Snohomish counties) and do not need assistance with travel can apply for up to \$5,000 to cover additional expenses. Colleges outside of King, Pierce, and Snohomish counties can apply for up to \$10,000 to cover travel and additional expenses.

### Allowable Use of Funds

Funding is intended to support colleges in meeting the requirements of the Access360 grant, specifically it is to ensure that college workgroups are able to afford travel to the two convenings. Left over funding can be used to support teams as they carry out accessibility work on campus and may include the following:

- website/document evaluation and/or remediation services
- live or closed captioning, etc.
- training in accessible practices
- conference/workshop registration and/or travel
- employee stipends for extra work facilitating and/or coordinating activities supporting accessibility



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Access360 Grant Guidelines // July 2018