

29.01.04.W1 Electronic and Information Resources Accessibility

Approved: February 20, 2013

Next Scheduled Review: February 20, 2015

Rule Statement

West Texas A&M University is committed to providing a working, learning and service environment that affords equal access and opportunity to otherwise qualified individuals with disabilities, in compliance with federal and state law. Consistent with this commitment, the University strives to provide electronic and information resources (EIR) that are accessible to all authorized users and that meet the requirements of the Texas Department of Information Resources (DIR).

Reason for Rule

This rule implements the requirements of System Regulation 29.01.04.

Procedures and Responsibilities

1. COMPLIANCE

All faculty and staff will comply with DIR Accessibility Rules, this rule and related procedures in the development, procurement, maintenance, or use of EIR. Any request for an exception to DIR Accessibility Rules must be submitted to the WTAMU Accessibility Coordinator for review and processing.

2. COMPLIANCE PLAN

The WTAMU Accessibility Coordinator will develop and implement a plan by which EIR will be brought into compliance with DIR Accessibility Rules.

3. DIR EIR SURVEYS

The WTAMU Chief Information Officer (CIO)/Information Resources Manager (IRM) with assistance from the Accessibility Coordinator will conduct and complete EIR surveys as required by DIR.

4. EXCEPTIONS

The Accessibility Coordinator will review requests for exceptions to DIR Accessibility Rules, make determinations regarding requests, ensure that requests meet the requirements for an exception, and forward requests to the CIO with a recommendation regarding approval.

The CIO will further review exception requests, make recommendations regarding approval, act as the designee for the President regarding approval, and forward requests to the President with a recommendation regarding approval.

The President will review and, if acceptable, approve exceptions to DIR Accessibility Rules.

The Accessibility Coordinator will maintain exception requests in accordance with the University's record retention schedule.

5. MONITORING

The WTAMU Director of Purchasing and the Accessibility Coordinator will monitor compliance with DIR Accessibility Rules, this rule and procurement procedures related to EIR in regard to purchases made under purchasing contracts, purchase orders or procurement cards.

6. NOTIFICATION

The Director of Purchasing and the Accessibility Coordinator will notify the University community of procedures related to the procurement of EIR that support compliance with DIR Accessibility Rules.

The Accessibility Coordinator will notify the University community of procedures related to the development, maintenance and use of EIR that support compliance with DIR Accessibility Rules.

7. OVERSIGHT

The Accessibility Coordinator will oversee and monitor development, support, maintenance and compliance with this rule and University-wide compliance with DIR Accessibility Rules.

8. SUPPORT

The IRM and Director of Purchasing will provide necessary technical support that allows the Accessibility Coordinator to fulfill his/her responsibilities under this rule.

9. TRAINING

The Accessibility Coordinator will oversee and provide training on compliance with DIR Accessibility Rules, this rule and related procedures.

Related Statutes, Policies, or Requirements

Code of Federal Regulations, Title 36, Part 1194 – Electronic and Information Technology Accessibility Standards

Section 508 of the Federal Rehabilitation Act, (29 U.S.C. §794d)

Texas Government Code, Chapter 2054, Subchapter M – Access to Electronic and Information Resources by Individuals with Disabilities

Texas Administrative Code, Title 1, Chapter 213, Accessibility Standards for Institutions of Higher Education

Texas Administrative Code, Title 1, Chapter 206, Institution of Higher Education Websites, §206.70, Accessibility

Supplements:

System Policy 29.01 – Information Resources

System Regulation 29.01.04 – Accessibility of Electronic and Information Resources

Cross references:

System Policy 16.01 – System Ethics and Compliance Program

System Regulation 16.01.01 – System Ethics and Compliance

System Regulation 29.01.01 – Information Resources Governance

Definitions

Accessibility Coordinator – In accordance with System Regulation 29.01.04, the CIO has appointed an Accessibility Coordinator. In the absence of an Accessibility Coordinator, the CIO will serve in this capacity.

DIR Accessibility Rules – Rules issued by the Texas DIR regarding the development, procurement, maintenance and use of EIR by institutions of higher education and set forth in

Title 1, Chapter 206, Rule §206.70 of the Texas Administrative Code and in Title 1, Chapter 213 of the Texas Administrative Code.

EIR – Includes Information Technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term EIR includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices and medical equipment where information technology is integral to its operation, and are not information technology. EIR are not limited to computer hardware or software, but also include services performed on such hardware and software (such as maintenance services). EIR also includes electronic subscription services, such as databases available via Internet websites. EIR are not limited to those that are directly developed, procured, maintained, or used by the University, but also include EIR used by a contractor of the University, if the contract either requires the use of such EIR or requires the contractor to use such EIR to a significant extent in performing a service or furnishing a product.

Exception – An exception is a justified, documented non-conformance with one or more standards or specifications of the DIR Accessibility Rules, which has been approved by the President/Chief Executive Officer (CEO) or Chancellor or designee of an institution of higher education. An exception must be determined by the President/CEO, Chancellor or designee as necessary to avoid significant difficulty or expense to the University. At a minimum, an exception will include: a date of expiration, a plan for alternate means of access for persons with disabilities, a justification for the exception including relevant cost avoidance estimates, and the President/CEO or Chancellor or designee signature.

Information Technology – Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, Web application software and other types of software, firmware and similar procedures, services (including support services), and related resources.

IRM – The IRM oversees the acquisition and use of information technology within a state agency or university, and ensures that all information resources are acquired appropriately, implemented effectively, and comply with regulations and agency policies.

Contact Office

Office of Information Technology
(806) 651-1240

Approved:



System Approvals

Approved for Legal Sufficiency:

Signed by Ray Bonilla
Ray Bonilla
General Counsel

02.20.13
Date

Approved:

Signed by John Sharp
John Sharp
Chancellor

02.20.13
Date