



Pikes Peak State College (PPSC) Educational Procedure EP-331 – PPSC Course Material Accessibility Validation

Originated:

Unknown

Revised:

October 2024

July 2017

References:

[CCCS System Office Digital Accessibility Statement](#)

[PPSC EP 330 Textbooks and Course Materials](#)

Approved By:

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I. Purpose:

This educational procedure (EP) focuses on outlining the validation process for any new adoptions of internally developed or third-party platforms, LMS integrations, and tools utilized in the instruction of students in courses at Pikes Peak State College (PPSC). In addition, it also outlines the validation process for any new adoptions of required, supplemental, optional, course materials and textbooks. Both processes are utilized within EP-330.

II. Scope:

This EP applies to employees who select and test course materials and tools for WCAG 2.0 AA accessibility standards.

III. Procedure:

VALIDATION PROCESSES:

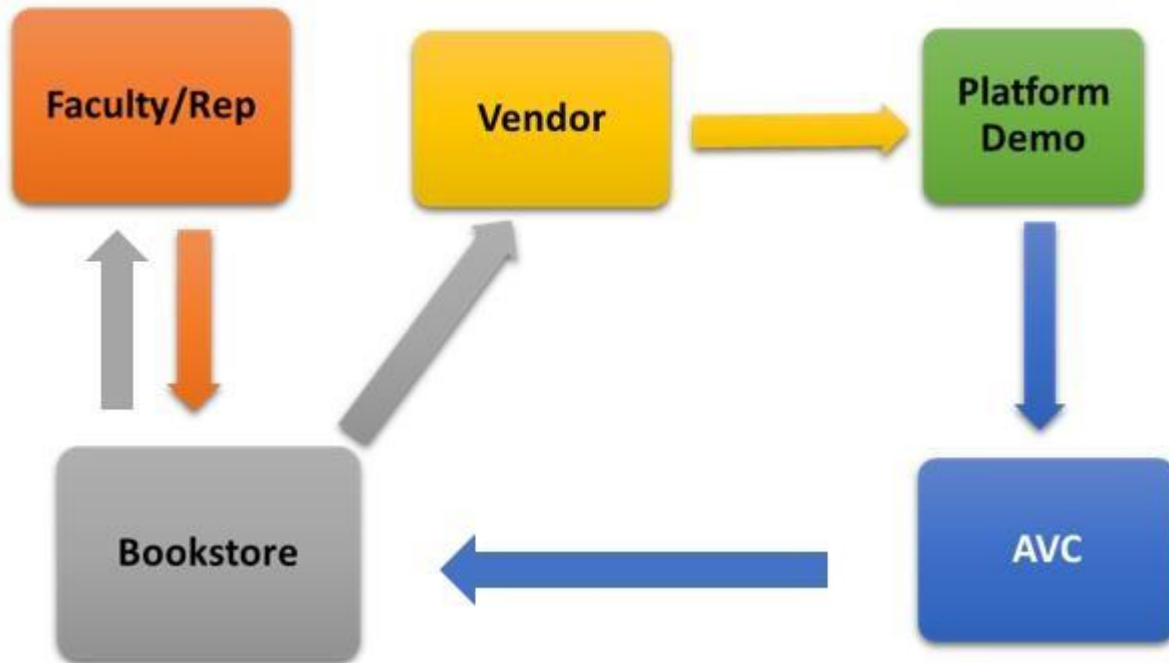
For Third-Party Platforms, LMS Integrations, and Tools

Any internally developed or third-party platforms, integrations with PPSC Online (LMS), and/or tools used for instruction will need to adhere to WCAG 2.0 AA standards (or any applicable successors to the standards). This will require the platform, integration, and/or tools to be validated for accessibility based on the following process:

1. Faculty member, along with representative from the publisher, vendor, or creator of the product being evaluated will contact the bookstore, concerning any adoptions.
2. Bookstore will receive access (via log-in credentials) from the vendor of the product and pass these credentials along to the Accessibility Validation Committee.
3. The Accessibility Validation Committee (AVC), which consists of representatives from ACCESSibility Services, eLearning, and ITSS will independently test the product via automated, expert, and user testing when appropriate to ensure it conforms to WCAG 2.0 AA standards (or any successors).
4. When testing the product, the AVC will test the features of the product based on navigation, materials, assessment, and other essential functions of the product.
5. The AVC will reach a recommendation of whether the product meets WCAG 2.0 AA standards (or any successors) and submit the recommendation (with analysis and testing results) to the bookstore.
6. The bookstore will inform the faculty member, vendor, and any other necessary parties of the recommendation and feedback provided by the AVC.
7. If the product is found to conform with WCAG 2.0 AA standards (or any successors) by the AVC, the product will be adopted.
8. If the product is found to not conform with WCAG 2.0 AA standards (or any successors), the product will not be adopted and a suitable alternative that is accessible will need to be selected by the faculty, bookstore, and/or division.

9. If the adoption process has been started early enough, there may be time for the vendor to fix or address any concerns noted in the recommendation by the AVC. If the vendor addresses these concerns, the AVC can reevaluate the product and make a new recommendation.

In general, it is recommended that faculty initiate any approval process as early as possible, to ensure enough time is available for the validation process to occur, even when remediation or adjustments need to be made. The following flowchart illustrates the general process:



For Required, Supplemental, Optional, Course Materials, and Textbooks

- A. All **new** course materials and textbooks that are selected for a course, are to be evaluated for accessibility by the AVC, before they may be adopted by PPSC. This includes **new editions** of existing approved materials/textbooks.
- B. To ensure that the AVC has enough time to complete the accessibility evaluation of each material, faculty **MUST** engage with the bookstore **as early as 8 weeks before** the adoption deadline for that semester. Due dates for each semester can be obtained from the bookstore.
- C. Textbooks or book-length course materials must be provided by the vendor/publisher in either of the following formats that allows ACCESSibility Services to provide materials to students to enable them to participate fully as per Americans with Disabilities act standards:
 - i A PDF file format that follows WCAG 2.0 AA standards, along with PDF/UA.

- ii An eBook or e-text that follows EPUB3, WCAG 2.0 AA standards, and DAISY when possible.
- D. In addition, the AVC will consider materials that meet the following standards when necessary:
 - i W3C's Web Accessibility Initiative Accessible Rich Internet Applications Suite ("WAI-ARIA") 1.0
 - ii W3C's Authoring Tool Accessibility Guidelines ("ATAG") 2.0
 - iii W3C's Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies ("WCAG2ICT")
 - iv W3C's Mathematical Markup Language ("MathML") 3.0
 - v Braille Authority of North America's ("BANA") Guidelines and Standards for Tactile Graphics
 - vi BANA Guidelines for the Production of Braille Materials through the Use of Braille Production Software (2007)
- E. Any successors or revisions to any of the noted standards above, will be used as they replace the obsolete standard in question.
- F. It is noted that the vendor/publisher is responsible for ensuring that accessible materials and/or formats will be provided to students with disabilities in a manner that is:
 - i **Timely** – Meaning that the material can be provided to the student in a timeframe that allows the student to be able to participate fully in the course, without any disadvantage due to lost time.
 - ii **Without Barriers** – Meaning that the student can request the products themselves, gain access through the vendor/publisher's product, or through PPSC's ACCESSibility Services office without requiring any undue burdens, processes, or barriers/limits on the student.
 - iii **Equitable** – Meaning the material is made accessible in a manner which provides an equitable experience for all students.
- G. To ensure conformance with the noted standards for accessibility, the following validation process will occur:
 - i Faculty member, along with representative from the publisher, vendor, or creator of the product being evaluated will contact the bookstore, concerning any adoptions.
 - ii The vendor will provide access to hard copy versions of the materials (when appropriate), by mailing them to ACCESSibility Services.
 - iii Electronic file formats and/or access to any materials will be provided to the AVC.
 - iv The AVC will test the materials utilizing assistive technology, automated testing software, and expert/user testing.

- v Based on the tests, the AVC will make a recommendation of whether the product meets the appropriate accessibility standards for that type of material.
- vi The bookstore will inform the faculty member, vendor, and any other necessary parties of the recommendation and feedback provided by the AVC.
- vii If the product is found to conform with required accessibility standards/guidelines by the AVC, the product will be adopted.
- viii If the product is found to not conform with required accessibility standards/guidelines, the product will not be adopted and a suitable alternative that is accessible will need to be selected by the faculty, bookstore, and/or division.
- ix If the adoption process has been started early enough, there may be for the vendor to fix or address any concerns noted in the recommendation by the AVC. If the vendor addresses these concerns, the AVC can reevaluate the product and make a new recommendation.










EP 331 PPSC Course Material Accessibility Validation 12.17.2024

Final Audit Report

2024-12-18

Created:	2024-12-17
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0gofGqZgH6EqY7gJscLRdYCJo3aRc2kZ

"EP 331 PPSC Course Material Accessibility Validation 12.17.2024" History

-  Document created by Susi Holmes (Susi.Holmes@pikespeak.edu)
2024-12-17 - 10:08:02 PM GMT- IP address: 73.229.105.186
-  Document signing automatically delegated to Gary Walker (gary.walker@pikespeak.edu) by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
2024-12-17 - 10:09:19 PM GMT
-  Document emailed to Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu) for signature
2024-12-17 - 10:09:20 PM GMT
-  Document emailed to Gary Walker (gary.walker@pikespeak.edu) for signature
2024-12-17 - 10:09:20 PM GMT
-  Document e-signed by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
Signature Date: 2024-12-18 - 3:08:40 PM GMT - Time Source: server- IP address: 172.59.224.181
-  Document emailed to Joseph Miller (Joseph.Miller@pikespeak.edu) for signature
2024-12-18 - 3:08:42 PM GMT
-  Email viewed by Joseph Miller (Joseph.Miller@pikespeak.edu)
2024-12-18 - 4:00:59 PM GMT- IP address: 97.121.177.92
-  Document e-signed by Joseph Miller (Joseph.Miller@pikespeak.edu)
Signature Date: 2024-12-18 - 4:01:07 PM GMT - Time Source: server- IP address: 97.121.177.92
-  Document emailed to Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu) for signature
2024-12-18 - 4:01:09 PM GMT

 Email viewed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)

2024-12-18 - 8:21:51 PM GMT- IP address: 104.47.55.254

 Document e-signed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)

Signature Date: 2024-12-18 - 8:22:00 PM GMT - Time Source: server- IP address: 67.190.45.155

 Agreement completed.

2024-12-18 - 8:22:00 PM GMT