

Goal 1 – Governance and Strategic Planning

The organization has developed strategic planning, governance, and reporting structures to advance accessibility maturity levels.

- 1.1 Develop a process to include accessibility requirements in organizational policies and administrative procedures.
- 1.2 Develop a process to create and maintain a governance body led by an executive sponsor, has designated members, and meets regularly.
- 1.3 Develop a process to create and implement an annual plan that outlines specific activities to improve maturity levels of ACMM milestones.
- 1.4 Develop a process to collect, organize, and submit evidence to support status levels for annual reporting.

Goal 2 – Educational Materials and Technology

The organization has developed processes to ensure educational materials and technology, across all modalities of instruction, conform to current accessibility standards.

Subgoal 2.1 – Educational Materials

- 2.1.1 Develop a process to create accessible educational documents and communication materials.
- 2.1.2 Develop a process to evaluate, prioritize, remediate, and replace existing educational documents and communication materials.
- 2.1.3 Develop a process to create accessible video and audio content for use in education.
- 2.1.4 Develop a process to evaluate, prioritize, remediate, and replace video and audio content used in education.
- 2.1.5 Develop a process to evaluate accessibility of eTextbooks and Open Education Resources (OER).
- 2.1.6 Develop a process to ensure the accessibility of student-facing course content within the LMS or other secured websites used in education.

- 2.1.7 Develop a process to create, maintain, and update accessibility statements for course content.

Subgoal 2.2 – Educational Technology

- 2.2.1 Develop a process to create accessible course templates within the LMS or other secured websites used in education.
- 2.2.2 Develop a process to evaluate, remediate, and update the accessibility of course templates within the LMS or other secured websites used in education.
- 2.2.3 Develop a process to evaluate the accessibility of faculty-maintained or third-party websites, publisher tools, courseware, and other Information and Communication Technology (ICT) used in education.
- 2.2.4 Develop a process to create, maintain, and update accessibility statements for Information and Communication Technology used in education.

Goal 3 - Web

The organization has developed processes to ensure websites, applications, and web content conform to current accessibility standards.

Subgoal 3.1 – Web Evaluation, Monitoring, and Remediation

- 3.1.1 Develop a process to regularly inventory all affiliated websites and applications, including those available from, maintained by, and/or serviced by third parties.
- 3.1.2 Develop a process to conduct regularly scheduled automated accessibility evaluations for affiliated websites and applications.
- 3.1.3 Develop a process to conduct regularly scheduled manual accessibility evaluations for affiliated websites and applications.
- 3.1.4 Develop a process to standardize and distribute accessibility evaluation results to employees/vendors/third parties responsible for remediating websites and applications.
- 3.1.5 Develop a process to track accessibility issues and feedback reported by end users.
- 3.1.6 Develop a process to triage, prioritize, and remediate all identified accessibility barriers.

- 3.1.7 Develop a process to create, maintain, and update accessibility statements for all published websites, applications, and their affiliated digital content.

Subgoal 3.2 – Web Design and Development

- 3.2.1 Develop a process to integrate accessibility principles in website and application design processes.
- 3.2.2 Develop a process to utilize reusable and accessible user interface components in website and application development.
- 3.2.3 Develop a process to utilize accessible coding techniques in website and application development.
- 3.2.4 Develop a process to integrate accessibility evaluations in quality assurance testing for websites and applications.
- 3.2.5 Develop a process to verify any code or design changes made to websites and applications conform with current web accessibility standards.

Subgoal 3.3 - Web Content Contribution

- 3.3.1 Develop a process to verify any web or digital content created by web content contributors meet accessibility standards.
- 3.3.2 Develop a process to verify any web or digital content updated by web content contributors meet accessibility standards.

Goal 4 – Digital Content

The organization has developed processes to ensure documents, communication and marketing, and video and audio content conform to current accessibility standards before publishing or distributing.

Subgoal 4.1 – Documents

- 4.1.1 Develop a process for student services and programs to create accessible documents for distribution.
- 4.1.2 Develop a process for student services and programs to evaluate, prioritize, remediate, and replace existing documents.
- 4.1.3 Develop a process for student organizations and clubs to create accessible documents.

- 4.1.4 Develop a process for student organizations and clubs to evaluate, prioritize, remediate, and distribute accessible documents.
- 4.1.5 Develop a process for employee services to create accessible documents.
- 4.1.6 Develop a process for employee services to evaluate, remediate, and distribute accessible documents.

Subgoal 4.2 – Communication and Marketing Materials

- 4.2.1 Develop a process for student services and programs to create accessible communication and marketing materials.
- 4.2.2 Develop a process for student services and programs to evaluate, prioritize, remediate, and update communication and marketing templates.
- 4.2.3 Develop a process for student organizations and clubs to create accessible communication and marketing materials.
- 4.2.4 Develop a process for student organizations and clubs to evaluate, prioritize, remediate, and update communication and marketing templates.
- 4.2.5 Develop a process for employee services to create accessible communication and marketing.
- 4.2.6 Develop a process for employee services to evaluate, prioritize, remediate, and update existing reused communication and marketing templates.
- 4.2.7 Develop a process to create, maintain, and update accessibility statements for communication and marketing templates.

Subgoal 4.3 – Video and Audio Content

- 4.3.1 Develop a process for student services and programs to create accessible video and audio content.
- 4.3.2 Develop a process for student services and programs to evaluate, prioritize, remediate, and replace existing video and audio content.
- 4.3.3 Develop a process for student organizations and clubs to create accessible video and audio content.
- 4.3.4 Develop a process for student organizations and clubs to evaluate, prioritize, remediate, and replace existing video and audio content.

- 4.3.5 Develop a process for employee services to create accessible video and audio content.
- 4.3.6 Develop a process for employee services to evaluate, remediate, prioritize, and replace existing video and audio content.

Goal 5 – ICT Procurement and Adoption

The organization has developed processes to ensure pre-purchase, evaluation, and procurement processes comply with Section 508 requirements for the procurement or adoption of Information and Communication Technology (ICT).

Subgoal 5.1 – Pre-Purchase Processes

- 5.1.1 Develop a process to obtain vendor-provided accessibility documentation.
- 5.1.2 Develop a process to obtain expected usage and product information prior to ICT procurement, renewal, or adoption.
- 5.1.3 Develop a process to review product information and expected usage (“use case”), determine impact, and select accessibility evaluation activities.

Subgoal 5.2 – Accessibility Evaluation Processes

- 5.2.1 Develop a process to evaluate accessibility conformance levels for ICT under consideration for procurement, renewal, or adoption.
- 5.2.2 Develop a process to collaborate with ICT Vendors to ensure remediation of barriers identified during accessibility evaluation processes.
- 5.2.3 Develop a process to share accessibility evaluation information with internal stakeholders for procurements or adoptions without an EEAAP.

Subgoal 5.3 – Procurement Processes

- 5.3.1 Develop a process to ensure integration of accessibility evaluation requirements into ICT procurement, adoption, or renewal processes, regardless of procurement type, funding source or payment method used.
- 5.3.2 Develop a process to include accessibility-related provisions in ICT Purchase Orders or Contracts.
- 5.3.3 Develop a process to ensure the accessibility of ICT systems and digital content used in procurement processes.

Goal 6 – Training and Professional Development

The organization has developed processes to ensure professional development and training opportunities are available on an ongoing basis for employees, relevant to their role.

Subgoal 6.1 – Educational Materials and Technology

- 6.1.1 Develop a process to ensure professional development opportunities are available on an ongoing basis for employees responsible for educational materials and technology accessibility process implementation.
- 6.1.2 Develop a process to ensure educational material accessibility training is available on an ongoing basis for all faculty and instructional support staff.
- 6.1.3 Develop a process to ensure audio and video accessibility training is available on an ongoing basis for faculty and instructional support staff.

Subgoal 6.2 – Web

- 6.2.1 Develop a process to ensure professional development opportunities are available on an ongoing basis for employees responsible for web accessibility process implementation.
- 6.2.2 Develop a process to ensure web accessibility training is available on an ongoing basis for web/mobile developers and designers.
- 6.2.3 Develop a process to ensure web accessibility training is available on an ongoing basis for web content contributors.
- 6.2.4 Develop a process to ensure web accessibility training is available on an ongoing basis for employees involved in web evaluation, monitoring, and remediation.

Subgoal 6.3 – Digital Content

- 6.3.1 Develop a process to ensure professional development opportunities are available on an ongoing basis for employees responsible for digital content accessibility process implementation.
- 6.3.2 Develop a process to ensure document accessibility training is available on an ongoing basis for all employees.
- 6.3.3 Develop a process to ensure audio and video accessibility training is available on an ongoing basis for all employees.

- 6.3.4 Develop a process to ensure communication and marketing material accessibility training is available on an ongoing basis for all employees.

Subgoal 6.4 – Procurement

- 6.4.1 Develop a process to ensure professional development opportunities are available on an ongoing basis for employees responsible for ICT procurement accessibility process implementation.
- 6.4.2 Develop a process to ensure ICT procurement training is available on an ongoing basis for purchase requesters and administrative support staff.
- 6.4.3 Develop a process to ensure ICT procurement training is available on an ongoing basis for buyers and contracting officers.
- 6.4.4 Develop a process to ensure ICT procurement training is available on an ongoing basis for technology support staff.

Goal 7 - Culture

The organization has developed processes to proactively plan for equally effective access, promote a culture of accessibility, and align accessibility efforts.

Subgoal 7.1 – Equally Effective Alternative Access

- 7.1.1 Develop a framework process to determine when to create Equally Effective Alternative Access plans.
- 7.1.2 Develop a process to create, approve, and distribute Equally Effective Alternative Access plans for partially accessible ICT procured or adopted by the organization.
- 7.1.3 Develop a process to create, approve, and distribute Equally Effective Alternative Access plans for partially accessible web applications created by the organization.
- 7.1.4 Develop a process to create, approve, and distribute Equally Effective Alternative Access plans for partially accessible educational technology.
- 7.1.5 Develop a process to regularly review and update Equally Effective Alternative Access plans.

Subgoal 7.2 – Communications

- 7.2.1 Develop an ongoing communications process that promotes an accessibility-conscious culture.
- 7.2.2 Develop a process to create and maintain accessibility information and resources in a publicly available location.

Subgoal 7.3 – Events

- 7.3.1 Develop a process that incorporates accessibility best practices into the life cycle of events.
- 7.3.2 Develop a process to ensure Diversity, Equity, Inclusion and Accessibility (DEIA) activities incorporate accessibility best practices.

Subgoal 7.4 – Onboarding

- 7.4.1 Develop a process to incorporate information about accessibility responsibilities into the onboarding process for new faculty.
- 7.4.2 Develop a process to incorporate information about accessibility responsibilities into the onboarding process for new employees.
- 7.4.3 Develop a process to incorporate information about accessibility responsibilities into the onboarding process for new student employees.
- 7.4.4 Develop a process that incorporates information about accessibility responsibilities into the onboarding process for new students.

Subgoal 7.5 – Organizational Integration and Alignment

- 7.5.1 Align Library processes and procedures with the organization's accessibility efforts.
- 7.5.2 Align Auxiliary processes and procedures with the organization's accessibility efforts.
- 7.5.3 Develop a process to integrate Universal Design for Learning (UDL) practices across the organization.
- 7.5.4 Develop a process to ensure integration and alignment of accessibility processes and procedures across the organization.