# ***CCE ASSOCIATION NAME*** Digital Accessibility Remediation Plan

## Overview

This document outlines how digital accessibility standards shall be implemented with respect to ***CCE Association name’s*** digital media, including web sites and all digital media made available to staff or the public. Each Association Executive Director is responsible for monitoring and ensuring compliance with digital accessibility standards.

## Definitions

*Digital Media:* Digitized content that can be transmitted over the internet or computer networks. This can include text, audio, video, and graphics.Digital media includes software, digital images, digital video, web pages and websites, social media, email, digital data and databases, and digital audio such as podcasts.

*Web site or web content*: Any single piece or collection of data, documents or information in any format, published on an intranet or the internet.

*Web sponsor:*  Staff designated as most closely associated with specific web sites or web content. Web sponsors are ultimately responsible for the accuracy and timeliness of web content to which they are assigned, as well as approving publication of web content. Sponsors may or may not actually make changes to their web sites directly.

*Editors:* Staff who are designated to work with one or more web sponsors to add, update, or change new and existing web content on CCE web sites. Editors may or may not have authorization to approve content for publication.

*Content creators*: Staff who are responsible for the contribution of information to digital media. They usually target a specific end-user/audience in specific contexts. A content creator can contribute any of the following: blog, news, image, video, audio, email, social updates and other related content.

Scope
***CCE Association name*** Managed Digital Content:

* Public and Staff web sites
* Video available online
* Social media (Facebook, Instagram, etc.)
* Podcasts
* Email
* Software
* Databases
* ***Update this list with your Association’s digital assets***

## Evaluation, Monitoring and Remediation of Existing Digital Content

***CCE Association name*** is responsible for remediation of web and other digital content.

#### Initial Evaluation

Cornell IT provides access to Site Improve reports for Association web content. Each Association is responsible for reviewing Site Improve reports and remediating content as needed to ensure compliance.

The Association Executive Director, and content creators as designated by the Association, can access Site Improve. Access requests can be made online on the [CIT Site Improve site](https://it.cornell.edu/siteimprove/set-account-and-request-access-website).

The CCE Accessibility team recommends the use of a range of tools to evaluate and monitor digital content accessibility. A current list of tools is available on the [CCE Accessibility site](http://accessibility.cce.cornell.edu/2019/04/25/use-accessibility-tools-for-testing/).

Of particular utility are:

* [WAVE Accessibility Evaluation tool (browser plugin)](http://wave.webaim.org/)
* [NoCoffee Vision Simulator (Chrome browser extension)](https://chrome.google.com/webstore/detail/nocoffee/jjeeggmbnhckmgdhmgdckeigabjfbddl?hl=en-US)

#### Remediation Support

***CCE Association name*** will be responsible for direct repair of in-scope web sites, applications and media. In general, remediation of existing web sites and media will be prioritized based according to the following guidelines:

* All new and newly updated content (including templates and workflows for future content) will be remediated first
* Those which have many visits/”hits” will be remediated before those that have few visits
* Those which have been subject of official complaints filed with the Association or the University shall be remediated before those that have not received any official complaints
* Those with the least number of errors will be remediated before those with more errors
* Those which are easiest to remediate will be remediated before those that are more difficult to remediate

The CCE Accessibility Team will support ***CCE Association name*** content creators in remediation of digital content. This support will be provided via documentation and training opportunities in the use of evaluation, repair and remediation tools.

If the extent of remediation requires an extension of the adopted timeframe, the extension shall be documented and should include both the length of and rationale for the extension.

## Testing of New Digital Media

It is the responsibility of ***CCE Association name*** to modify, and develop where needed, a workflow to ensure that the creation of new digital media (webpages, social media, etc.) is accessible. Periodic review of new content should occur on a bi-annual basis and any accessibility issues identified in this review should be addressed to ensure compliance.

## Equally Affective Alternative Access & Exemptions

Non-compliant web pages, digital content and applications shall be delivered in an equally effective alternate format as requested. Exemptions to ***CCE Association name’s*** accessibility policy should be documented.

## Accessibility Issue Complaint Process

All ***CCE Association name*** web sites must include accessibility assistance request information in their footer. Accessibility complaints and issues with CCE web site content or applications are to be reported to the Executive Director for ***CCE Association name***.

## Timeline and Key Milestones

*Completed:*

* ***Move completed items here***

*To be completed by* ***XX/XX/XXXX:***

* Audit all CCE websites to determine WCAG 2.0 AA accessibility conformity issues.

*To be completed by* ***XX/XX/XXXX:***

* Document exemptions to WCAG standards.
* Resolve identified structural accessibility issues.

*To be completed by* ***XX/XX/XXXX:***

* Review ***CCE Association name*** website content (this includes video, audio, images, etc.) for WCAG AA compliance
* Document content which does not meet WCAG standards.

*To be completed by* ***XX/XX/XXXX****:*

* Establish a process for addressing requests for equally effective alternative access.

*Ongoing tasks:*

* Monitor website content updates and uploaded documents to ensure they meet WCAG 2.0 AA standards.
* Remove or remediate content which does not meet WCAG 2.0 AA standards.

## Administrative Process

This plan will be reviewed annually by the ***CCE Association name*** Accessibility Working Group and revised as necessary.

## Resources

* [CCE Accessibility site](http://accessibility.cce.cornell.edu/)
* Email the CCE Accessibility Team

## ***CCE Association name*** Accessibility Working Group

***List Association team here***

## Appendix I: Accessibility Remediation of Association Digital Assets

***Below listings are examples. List particular assets with their remediation status; group as necessary.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Status | Remediation Date | Content Owner |
| Web Sites |  |  |  |  |
|  | Association web site – main pages |  |  |  |
|  | Association web site – newsletter archive |  |  |  |
|  | Staff web site |  |  |  |
|  | … |  |  |  |
| Video |  |  |  |  |
|  | Association welcome video |  |  |  |
|  | Nutrition class how-tos |  |  |  |
|  | … |  |  |  |
| Audio |  |  |  |  |
|  | Association podcasts - 2019-today |  |  |  |
|  | Association podcasts – pre-2019 |  |  |  |
|  | … |  |  |  |
| Social Media |  |  |  |  |
|  | Association Facebook account |  |  |  |
|  | 4H Program Facebook account |  |  |  |
|  | Association Instagram account |  |  |  |
|  | …. |  |  |  |
| Email Campaigns |  |  |  |  |
|  | Monthly newsletter (mailchimp) |  |  |  |
|  | Weekly report to boards (Lyris listserv) |  |  |  |
|  | … |  |  |  |
| Software |  |  |  |  |
| Databases |  |  |  |  |