Lewis-Clark State College's Position on Electronic Information Technology (EIT)

Federal regulations require equitable access to resources and materials for students who are otherwise qualified to enroll in LCSC courses. Furthermore, accessibility must be built in to program and course design. Accessibility must result in an educational experience equitable to that of students without disabilities.

Applicable legislation includes:
- Section 504 of the Rehabilitation Act (1973) is civil rights legislation ensuring that institutions receiving federal funds (e.g., financial aid for students, funding for research) provide equal access to all services and programs, with or without accommodations. The United States Department of Education, Office of Civil Rights (OCR), governs Section 504.
- Section 508 of the Rehabilitation Act Amendments of 1998 requires that Federal agencies ensure the accessibility of their electronic and information technology, including web-based intranet and internet information and applications. Although Section 508 applies specifically to Federal agencies, it is considered a best practice to comply with Section 508, at minimum.
- The Americans with Disabilities Act, or ADA/ADAAA (1990/2010), prohibits discrimination based on disability. This legislation reinforces Section 504, and adds guidance concerning policies, practices, standards, and effective communication that limit people with disabilities. As a place of public accommodation, LCSC is subject to Title III of the ADA. The United States Department of Justice governs ADA compliance.

LCSC Website Accessibility
- LCSC complies with Federal laws regarding campus wide accessibility (the Americans with Disabilities Act of 1990 (ADA), The ADA – Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973.)
- The College provides access to its programs and services to all qualified individuals.
- LCSC is committed to full compliance with campus wide web site accessibility for persons who access the web through screen readers, cannot hear audio content, or are unable to use a mouse (U.S. Department of Education, FAQ, May 26, 2011, p. 4). A U.S. Department of Justice Policy Ruling on September 9, 1996 confirmed that the ADA applies to internet web pages.
- Web sites and web content created by the college will conform to Section 508 standards and to the WCAG 2.0 - Level A guidelines.

e-Learning Accessibility Standards

Faculty who need assistance making online materials accessible in courses utilizing the Learning Management System (LMS), Blackboard, should contact their lead Instructional Designer in the e-Learning Services office at Sam Glenn Complex #214 or at (208)-792-2239.

- LCSC is working to comply with the Americans with Disabilities Act of 1990/2010 and Sections 504 (1973) and 508 (1998) of the Rehabilitation Act. All LCSC faculty and staff who utilize Blackboard for teaching and information sharing will make their courses and organizations accessible by July 1, 2019.
- To assist with compliance in courses/materials, all faculty and staff are enrolled in the *Universal Design for Learning* organization located in Blackboard, under "My Organizations." Within the space is the 2-year plan for compliance at LCSC, step-by-step tutorials, and examples of accessible materials to assist with the conversion process.
- Online material accessibility includes, but is not limited to, saving documents in universal formats (accessible PDF or rich text); providing text transcripts of audio content; providing time-synced, accurate captions for video content (transcripts only do not meet ADA requirements); embedding text descriptions or providing "alt" text for all images, tables, and charts; not modifying the default font style or colors of the LMS.
- Federal accessibility standards apply when developing new online/blended courses, updating existing online/blended courses, and using the LMS to supplement face to face courses.
- Any software used outside of the LMS, required for completion of online course activities, must meet federal accessibility standards.
- Meeting accessibility standards in the LMS can be facilitated through the use of the Quality Matters (QM) based course template. Guidance in converting an existing course to the QM template is available upon request through e-Learning Services.

Library Services Accessibility Standards

- Students, faculty, and staff with disabilities have access to the LCSC Library resources and services comparable to those extended to all persons eligible to use them.
- The LCSC Library will actively contribute to facilitating researchers' independence to take full advantage of the library's offerings.
- Unique library services are available to students, faculty, and staff with disabilities. For example, while students with disabilities are expected to achieve the same learning outcomes and conduct the same research as those without disabilities, they may need extended reference service or special provisions in order to do so.
- Students, faculty, and staff who need extensive assistance identifying and locating research sources should make an appointment with a librarian by emailing library circdesk@lcsc.edu or calling the library at (208) 792-2396.
- Online faculty, staff, and students may also meet with librarians via phone, email, or other synchronous tools.

The LCSC Library services for students, faculty, and staff with disabilities include:
- Assistance in completing interlibrary loan and other library request forms.
- Assistance with the library elevator.
- Assistance with Library Guides available online.
- Extended loan periods. With the exception of course reserves, the library will adjust loan periods to accommodate special needs.
- Assistance with printing from library computers, photocopiers, and other library equipment. Library staff will photocopy materials for students with disabilities that prevent use of self-serve machines.
- Orientation with library staff and discussions of specific assistance.
- Borrowing library materials using a proxy card. Students with disabilities who want another person to check materials out for them may apply for a LCSC library Proxy card through the Disability Services office.
- Assistance with book retrieval.
- Assistance with online databases and other electronic resources.

Information Technology Accessibility Standards for Creating and Acquiring Technology
- Campus wide accessibility must be considered during the process of creating and/or acquiring technology, and in planning how technology will be used (U.S. Department of Education, FAQ, May 26, 2011, p. 5).
- Consideration of accessibility standards in creating, acquiring, and planning technology is a shared responsibility between the offices of Information Technology, e-Learning, and the Disability Services office. These entities will include accessibility requirements and analyses as part of the acquisition procedures to ensure that most adaptive technology functions well with the college's other information and technological systems, so that students with disabilities receive the benefits of the educational program in an equitable manner.
- Timely delivery of accessible technology must also be a part of the planning process (U.S. Department of Education, FAQ, May 26, 2011, p. 4).