

IT Web Services Advisory Committee
Meeting Minutes
October 13, 2016

Members Attending:

Azfar Mian, *Committee Chair*
Margaret Fields
Brande Smith
Renato Squindo
Wendy Williams
Nicole Yucht

Invited Attendees:

Fedro Zazueta
Anne Allen
Tracy Gale

The meeting was called to order at 3:07 PM.

A motion was made to approve the minutes. The motion was seconded and approved.

Agenda Topics

I. Subcommittee Updates:

- a. Web Policy Subcommittee – Brande Smith: This subcommittee is continuing work on a draft policy and are hoping to meet prior to the next committee meeting. Question: Is there an outcome on the report provided to the proposed ADA Compliance Report? Reply: Comments have been collated and sent to Dr. McCollough's office to ensure compliance.
- b. Content Strategy Training Subcommittee – Nicole Yucht [for Jeff Stevens]: There's a significant need for training to help faculty and staff who are charged with maintaining/updating the various websites. This subcommittee has identified audiences and made recommendations for both centralized resources and curriculum. Additionally, the subcommittee has prepared an outline, listing its recommendations. [Hard copy distributed to committee.]

Q&A: Is copyright included? Reply: Yes, within the guidelines. Q: Is there an inclusion/nod to social media? Everyone thinks they need to have a website/social media presence. Putting it up is easy, it's the maintenance that's difficult. Multiple groups, from various angles, trying to do something which ends up a mess. Reply: In the InfoGator, there was information on a course the CITT delivered, fonts, colors, ways to check modules; all linked through accessible UF. Q: Who'll deliver the training? Reply: We can train some people from your college and they in turn can train additional people, as needed, at your college. Q: Have you considered putting training online? Reply: Yes.

Comment: UFIT has recently been directed to resolve this issue and all the issues that have to do with on-going training and accessibility. Accessibility issues are now a huge concern.

Universities are being sued by the federal government over complaints being made and investigated. Question: How much are the fines? Reply: It's in the millions.

Fedro Zazueta and Brande Smith recently attended a seminar, after which Fedro developed a framework, [Hard copy distributed to committee.] If it touches data, it falls within the scope of the CIO's responsibility. The distributed documents clearly define what's being looked at, where we are and what we need to do; assessing and focusing on the highest risks. The Web Task Force is working on this and have made recommendations to the CIO. The CIO has asked for a plan and a budget. [A framework for this is included with the distributed documents.] Tracy Gale has been tasked with developing a communications plan for the CIO.

- II. CIO Accessibility Communications Plan – Tracy Gale: In developing our PR timeline, we first asked 2 questions:
- a. What resources do we have available now?
 - b. What do we have to accomplish to have an accessibility plan in place?

To begin, we looked at the top ten schools with IT accessibility plans; what they're doing and what they're doing well. The University of California schools were the best at synchronizing communications. Utilizing a "boots on the ground" strategy, they scheduled "pop-up" events, paired UC students without accessibility issues, with accessibility-needs students. The University of Wisconsin has required accessibility training for staff working in their libraries, labs and residence halls. All are trained annually on accessibility and on assisted devices.

We've developed a PR Plan [hard copy distributed to committee] and a timeline. The launch for this is predicated on the timing of the CIO's announcement of the Web Accessibility Policy and Standard; we're hoping for a spring deployment.

Information has already been made available electronically, via video and distributed via social media. Web accessibility resources and training are available. Of note, there aren't any standards for accessibility forms; we'd like to do a survey to determine standardization.

Consistency of language. UF is following the language of the federal government, which is stated as "Electronic and Information Technology (EIT) Accessibility"; not solely "accessibility".

Comment: We need to get this message out. Reply: The policy is all-inclusive; the draft policy states "all outward-facing websites". Comment: Compass will not be compliant. Reply: We'll need an x year pass, with a timeframe. Comment: This touches on the timeline. Reply: We have so many independent business processes and enterprise systems, which are not accessible. Enterprise and business processes need to be accessible. There are some things we'll be able to do, but not in every system. UF has a process in place to address issues; these issues are currently being addressed and we're making proactive plans to address future issues.

UF's EIT Taskforce are currently addressing these issues, (that all business programs/processes are accessible). We'll need to talk to the CIO's team, regarding how these systems, (which are not outwardly facing), will eventually be accessible. Comments: We can carve out a policy regarding whether it meets the federal accessibility standards/requirements. On-campus housing has moved from a mainframe to an Oracle-based system and we're looking at how we can gain accessibility. If staff needs accommodation, we make it; we need to be aware of what we can't fix. Limitations in archives.

Reply: Acquisitions are what we'll look at first, then purchasing; the processes and forms and a checklist. Question: Is there a way to look up which products are compliant? Is there a certification which evaluates all accessibility? Comment: We have to be careful we don't end up with a vetting process that creates a bottle-neck. Question: Accessibility Standards? Comments: WCAG [a worldwide consortium]. The federal government is promulgating rules specifically for campuses. Section 508, for all universities. An international standard? Can we ask vendors, 'How WCAG are you?' Are vendors meeting these standards? Comment: Since we have to do this anyway, let's be the best at it.

Comments: I like the "boots on the ground" approach. 45 minute focus groups, with 8-10 faculty participating, have more value than social media blitzes. New dorm accessibility, football stadium accessibility, it's all over the place.

Comments: There's a huge potential for generating revenue by making UFOnline accessible to all students. We can increase revenue, tap into an online market, by UF being the best at "diversity inclusion" online. We have a limited number of on-campus acceptances, but an unlimited number of online students. We can move up in the rankings. Reply: The EIT will continue to flesh this out. Question: What about "professional plaintiffs"? Who's in charge of over-seeing all this; policies, procurement? Reply: The Web Policy Subcommittee, with a completed policy draft. Question: Can we have a "single topic meeting" to discuss what this committee's come up with? Comment: Looking at it holistically, not piecemeal.

III. Action Item:

- a. The Committee will discuss the Web Policy Subcommittee's EIT Policy draft, during a "single topic meeting". Brande Smith will notify this committee's Chair when the draft document is ready for the committee's review.

Meeting adjourned at 4:16 PM

Next meeting: 3:00 PM, Thursday, November 10, 2016