# Electronic and Information Technology Accessibility Questionnaire [Template/SAMPLE, Rob Eveleigh, Handout 1]

## I. IT Accessibility Policy:

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| 1.    Do you have an IT Accessibility **Policy** Statement and/or Web Accessibility Policy Statement? (Please paste link or text.) |  |
| 2.    How has your IT Accessibility **Policy** Statement or Web Accessibility Policy Statement been disseminated to College personnel? |  |
| 3.    What web and/or **IT accessibility guidelines** does your campus or location endorse? (e.g., 508, WCAG 1.0, WCAG 2.0, other?) |  |
| 4.    Do you have any other information to share about your IT accessibility **policy**? |  |

## II. IT Accessibility Program:

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| --- | --- |
| 1.    What **programs or teams** do you have in place to implement IT accessibility policies and strategies across all disciplines? |  |
| 2.    Who are your **IT accessibility** **program team members**? |  |
| 3.    **How often** does your IT accessibility team meet? |  |
| 4.    How do you make available IT accessibility **training, instruction, and support** for faculty and/or staff? |  |
| 5.    Have you hired or designated a **staff person with responsibility and commensurate authority** to monitor and execute your IT accessibility program? (If so, please provide contact information.) |  |
| 6.    Do you have any other information to share about **IT accessibility programs** at your location? |  |

## III. Course/ Learning Management Systems:

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| --- | --- |
| 1.    How have you addressed the accessibility of your **CMS/LMS**? |  |
| 2.    Moving forward, how do you ensure sustainable accessibility of your **CMS/LMS**? |  |
| 3.    How do you address **accessibility of instructional materials** uploaded by faculty? |  |
| 4.    Do you have any other information to share about IT accessibility of the **CMS/LMS** at your location? |  |

## IV. Classrooms, Learning Spaces, and Computer Labs:

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| --- | --- |
| 1.    How have you addressed the accessibility of your **classrooms, learning spaces, and computer labs**? |  |
| 2.    Moving forward, how do you ensure accessibility of future **classrooms, learning spaces, and computer labs**? |  |
| 3.    Do you have any other information to share about IT accessibility of your **classrooms, learning spaces, and computer labs**? |  |

## V. Procurement:

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| --- | --- |
| 1.    How do you address IT accessibility in your **procurement** procedures? (Please paste link or text.) |  |
| 2.    What **Request for Proposal (RFP)** language do you include to ensure that bidders meet IT accessibility standards? (Please paste link or text.) |  |
| 3.    Do you have any other information to share about IT accessibility in **procurement** at your location? |  |

## VI. Library:

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| --- | --- |
| 1.    How does your **library** address website and platform accessibility? |  |
| 2.    Do you have any other information to share about **library** IT accessibility at your location? |  |

## VII. IT Accessibility Audit:

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| --- | --- |
| 1.    Have you completed an **accessibility audit** of electronic and information technologies at your location? |  |
| 2.    If yes, what is your IT accessibility **corrective action strategy**? |  |
| 3.    Do you have any other information to share about IT accessibility **audits** at your location? |  |

## VIII. Additional Questions:

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| 1.    What are your recommendations to **improve IT accessibility efforts** at your location? |  |
| 2. Do you have a **General Counsel** position? |  |
| 3. What are some **new high-impact technologies** being considered for the next year? |  |
| 4. Who is the EIT Accessibility Coordinator **IT Leadership contact**? |  |
| 5. Who is the EIT Accessibility Coordinator **IT** **technical contact**? |  |
| 6. What are some **regular meetings** that you may want the EIT Accessibility Coordinator to attend? |  |
| 7. What is your **workflow for procurement** of EIT products or services? |  |
| 8. Are you rolling out a **new website** for your campus? When? |  |
| 9. Who is in charge of your **campus website**? |  |
| 10. How do you plan to **test the accessibility of your new campus websites**? |  |
| 11. Have you conducted **accessibility reviews of your campus website** in the past? |  |
| 12. Where does/will the **charge** for your campus wide technology access committee come from? |  |
| 13. Do you have a **chief policy officer** (or equivalent)? |  |
| 14. Who is the leader of your **IT Security Program**? |  |
| 15. Where does the charge for your **IT Security Program** come from? |  |
| 16. Are your **IT and library** emerged or co-located, or are there plans to do so? |  |
| 17. Is EIT Accessibility represented on your **IT Org Chart**? |  |