TITLE: **WEB ACCESSIBILITY**

Overview

Gogebic Community College is committed to ensuring equal access and participation for people with disabilities, including treating people with disabilities in a way that allows them to maintain dignity and independence. We believe in integration, and are committed to meeting the needs of people with disabilities in a timely manner. The College will do so by removing and preventing barriers to accessibility by complying with the accessibility of online content and functionality under the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

The College realized the importance of being dedicated to providing the most effective communication for our students. The College is supportive of keeping out students connected to learning resources outside of the classroom and using those resources as a way to keep them involved in their academic livelihood.

Gogebic Community College has contracted with Hannon Hill Content Management to provide a comprehensive website across the College. The many pages of the College's site provide general information, links to learning resources, faculty information, schedules and calendars, shared files, school news, departmental and campus information, plus much more. Gogebic Community College has also implemented a web governance platform, Siteimprove, to automatically scan every single webpage and identify inaccessible content every five days.

As the College becomes more ingrained in a digital school environment it is imperative that we look ahead to create the environment as one that can be shared and experienced among all the people it touches. The College has developed this web governance strategy with accessibility at the forefront. The strategy will address the following elements:
- Overall website expectations/compliance
- Streamline/deletion of outdated content
- Use of provided templates
- Use of photos/videos/graphics/fonts and colors
- Dedicated commitment/monitoring
- Continued training
- Contact information for troubleshooting

Overall website expectations/compliance

The College will maintain their site with Hannon Hill CMS. Information that is posted will be current and relevant. Users will not add web pages to the campus site, of organizations that are not affiliated with the College. If unclear, consult with the College's IT Department.

As a general rule and at a minimum, the College site will relay the following information:
- Campus/Department Name
- Welcome and/or Meet our President or Staff w/College Email
- Mailing and/or Physical Address
- Phone Number (Main and/or Front Line)
- Photos (Exterior Campus and/or Miscellaneous Marketing)
- News & Announcement Section
- Social Media Icons (Linking to Campus)
- Contact Information for "Campus Webmaster"

Individual campus and department pages should be kept to a minimum. The home page of each could include some of the suggested sections below:
- Student Links
- News Stores/Announcements
- Forms/Enrollment Tools
- Photo Gallery

In order for third-part applications to be used on the College website, they must comply with the same website accessibility guidelines followed by the College. Therefore, new contracts entered into by the College, for use on the College's website, must include verifiable language as such commitment. The College will implement a VPAT document to send to third party vendors to identify their level of accessibility compliance, and moving forwards will only partner with vendors who provide accessibility products.

Streamline/deletion of outdated content

With the implementation of a new outer-facing templates, the College is committed to streamline the layout of the overall website. Consistent patterns of use (templates) will help to maintain a user-friendly baseline that focuses on relevant, accessible content versus quantity of content.

The College expects outdated, irrelevant content to be promptly deleted. Files and folders within the College's Hannon Hill CMS should be examined periodically for obsolete material. Attention will be paid to how files are uploaded into College's Hannon Hill CMS to avoid duplicity.

Links within the website will be clearly labeled and placed consistently throughout, allowing all readers to move seamlessly through related pages.

Time-sensitive information, will continue to be updated throughout the website. For instance, changes to calendared dates, must be managed carefully to avoid miscommunication. Scrolling marquees must be updated with current information; however, limited use of such should be taken.

Use of provided templates

The College provides each department with the main template for use. Adjustment to that template will only be done at the College level. The main template will include the College's non-discrimination and website accessibility statement as follows:

Gogebic Community College does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries regarding the non-discrimination policies, contact: Ms. Ashley Paquette, Director of Human Resources, 906-307-1324, ashleyp@gogebic.edu.

Gogebic Community College affirms its commitment to ensure that people with disabilities have an equal opportunity to access online information and functionality. For assistance accessing any online information or functionality that is currently inaccessible, contact: Director of Online Learning and Accessibility, 906-932-4231. To file a formal grievance under Section 504 and Title II, contact: Director of Human Resources, 906-307-1324, ashleyp@gogebic.edu.

The above information will be prominently displayed via a link to a "Non-Discrimination and Website Accessibility Statement" in the footer of the district's home page and each page throughout the website, including all subordinate pages and intranet sites owned and managed by Gogebic Community College.

Departments will use templates provided by Gogebic's Hannon Hill CMS, when setting up new content pages or applications, understanding that all provisions provided by WCAG 2.0 Level AA and WAI-ARIA must be adhered to.

Use of photos/videos/graphics/fonts and colors

Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

The College has contracted with Siteimprove to provide a weekly comprehensive listing of errors related to accessibility that present on the website. The service also provides suggestions on how to repair said issues. The Director of Online Learning and Accessibility has been designated by the College to monitor the maintenance related to keeping the website accessible for those with disabilities.

Continued Training

All staff members in the College's Marketing and IT Department have completed accessibility certification and are able and will provide accessibility training to staff annually during professional development tracks.

The College Webmaster is required to complete accessibility certification within 30 days of assuming responsibility for campus/department website.

In addition, accessibility training will be provided to new employees on-boarding to the College who have direct integration with accessibility standards throughout the year.

Contact information for troubleshooting

For assistance or additional training on Gogebic's Hannon Hill CMS, contact the Director of Online Learning and Accessibility or the Webmaster.

Any variance request to procedures will be made through the Director of Online Learning and Accessibility or designee in the College's Marketing Department.

Photos, videos, and other graphics can be difficult to absorb in a screen reader or other accessible device used by those with a disability. The College is committed to posting multi-media with care to ensure readability, when necessary to the logistics of the page.

Photos and graphics must be accompanied by alternative text, unless used solely for decorative purpose and are not needed as an essential descriptor on the page. When possible, users will avoid using images of text. If a text graphic is used, it must have appropriate alternative text. Avoid using animated GIF files.

Long-standing College policies on use of photos/videos/graphics, include:
- Unless denied by a student, a student's name, photo, voice or artwork, or image may be used on the College's website.
- Unauthorized use of copyrighted material is prohibited.
- Official logos of the College may only be resized to maintain aspect ratio.

All videos and audio files:
- Must be evaluated for long load times and compressed when appropriate.
- Must also include closed-captioning and an accompanying script. Must also include video descriptions when appropriate.

Selecting fonts/colors will include:
- Avoid using text that is difficult to read when printed.
- Avoid selecting specialized fonts.
- Avoid color schemes that make pages difficult to read.

Making use of the calendar

Making use of the calendar is an essential part of how the College communicates with students and across the College. The focus is to list events, activities, and information that can be valuable externally for families and can be used as informative material for College planning.

Dedicated commitment/monitoring

As previously stated, Gogebic Community College is committed to ensuring equal access and participation for people with disabilities, including treating people with disabilities in a way that allows them to maintain dignity and independence. We believe in integration, and are committed to meeting the needs of people with disabilities in a timely manner. The College will do so by removing and preventing barriers to accessibility by complying with the accessibility of online content and functionality under the World Wide Web Consortium's (W3C's) Web

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