# All questions in outline format, please answer inline.

1. Does your university use Section 508, WAI, WCAG or other accessibility standards?
2. Does your institution have a documented policy regarding web accessibility? At what level within the organizational hierarchy is the policy sanctioned? What standards or guidelines, if any, is your policy based upon?
3. Does your university have an IT accessibility plan in place that addresses the accessibility of electronic and information technology, beyond web accessibility? [IF YES, REQUEST COPY.] At what level within the organizational hierarchy is the policy sanctioned? What standards or guidelines, if any, is your policy based upon? Are there any enforcement guidelines or actions for non compliance? When did the policy go into effect? Do you feel the policy has been effective?
4. How does your campus assess the accessibility of its information technology resources on ongoing basis?
5. Thinking about policies, guidelines and restrictions in a few specific areas, I'd like you to tell me whether there is any policy, guideline or restriction and whether it's formal, informal or does not exist -- or if you don't know.
   1. First, tell me about any procurement guidelines or restrictions on your campus to consider IT accessibility in purchasing.
   2. How about university websites?
   3. How about academic/instructional systems and technologies?"
6. How, if at all, does the university commit part of its budget to IT accessibility?
7. How, if at all, does the university provide accessible technology training to staff? How about to faculty?
8. Who are your campus IT accessibility champions? What are their roles at university? Are they members of committees that address accessibility topics/needs?
9. Now I’m going to ask you about resources and responsibilities regarding IT accessibility in various areas, like purchasing, websites, instructional technologies used by faculty and campus systems.
   1. First, who at the university is primarily responsible for implementing and monitoring electronic accessibility in purchasing? [FOLLOW UP: What is the number of FTEs? What are the titles or positions of each of the FTEs? In which department(s) are these positions?]
   2. How about university websites? [FOLLOW UP: What is the number of FTEs? What are the titles or positions of each of the FTEs? In which department(s) are these positions?]
   3. How about academic /instructional technologies employed by faculty? Specifically, instructional pages, online homework and multimedia. [FOLLOW UP: What is the number of FTEs? What are the titles or positions of each of the FTEs? In which department(s) are these positions?]
   4. And, how about campus systems, including registration, admissions, bursar and financial aid online systems? [FOLLOW UP: What is the number of FTEs? What are the titles or positions of each of the FTEs? In which department(s) are these positions?]"
10. What education and promotion, if any, does your campus do to support faculty in building accessible course materials? How effective would you say these efforts are?
11. Did you have an outreach campaign to communicate the importance of accessibility of IT on your campus? [Can you share your planning documents?] In the process of awareness and outreach, what challenges and barriers did you encounter, and how did you resolve them?
12. What did you do to persuade the decision makers at your University to take accessibility of IT seriously?
13. What services do you offer students to find out about accessible options for them (for temporary disabilities, or new freshman)? How effective would you say these efforts are?
14. In terms of academic curriculum, what fields have incorporated accessibility of IT, universal design, and inclusive language into their curriculum? Are they required to teach accessibility of IT in theater, humanities, communication, education, etc? Are instructors getting training in using inclusive language in their lectures?
15. Regarding Rich Media services:
    1. Does your university have an internal centralized service for captioning multimedia content?
    2. Does your university have an internal centralized service for audio describing multimedia content?
    3. In which department(s) are captioning services? How about audio description production? [IF NEEDED, EXAMPLES INCLUDE: Disability Services, Video Services, Distance Education Group, Library]
    4. How many internal FTEs support the captioning effort at your university? How about the internal FTEs for the audio description effort?