# College Technology Access Committee Charge (*approved DATE*) [Template/SAMPLE, Rob Eveleigh, Handout 5]

In 2010 and 2011, the US DOE and US DOJ sent a Dear Colleague Letter (DCL) and follow-up FAQ to college and university Presidents to clarify institutional responsibilities to ensure campus IT does not exclude people with disabilities from equal access to programs and services. To date, there have been over 30 complaints or settlements in Higher Education related to the DCL and FAQ.

Institutional risks include the following:

* Risk of reduced student success, retention, and completion rates resulting from accessibility barriers
* Risk of retrofitting or replacing newly adopted technologies
* Risk of complaint/litigation

In response, campuses are implementing sustainable IT accessibility goals and strategies that address the accessibility of existing and emerging technologies to persons with disabilities while minimizing the compliance risk associated with the accelerated and dynamic IT accessibility case law landscape.

The College Technology Access Committee, **appointed by the president and cabinet**, promotes the procurement, development and maintenance of academic and administrative technology systems which are effective, usable and accessible to all users. The **committee** **coordinates** efforts to ensure college compliance with antidiscrimination laws associated with technology access for users with disabilities and reinforces the College’s strong commitment to making all campus programs and services accessible to students, faculty, staff, and guests.

The **committee is** **charged with** **developing** guidelines (policies, standards, and exceptions), implementation strategies, tools, and resources to ensure accessibility of electronic and information technology (EIT) campus-wide. The committee is responsible for keeping current on the EIT accessibility compliance landscape (including federal and state mandates, pertinent/current compliance documents, and current college goals and strategies) and for managing campus-wide communications regarding EIT accessibility (including the creation and management of an EIT accessibility webpage). The **committee will develop the capacity** for, and provide consultative service to academic and administrative departments regarding accessibility considerations for technologies being considered for campus implementation as well as identify resources to audit existing technologies. It should make regular reports to the cabinet on progress, challenges, and recommendations.

The committee will have the **authority to consult with college counsel** on legal issues and to **recommend and develop plans for the use of consultants** if it determines that the necessary expertise to solve a problem does not exist at the College.

The committee will have authority to audit college technology to assure its compliance.

The **committee shall develop a budget** that will support and track compliance, to the extent possible.

Leadership and Membership: Leadership for the Technology Access Committee is provided by Information Technology Services. As the committee will address the accessibility of all electronic and information technology campus-wide, it includes membership from a wide variety of campus departments and stakeholders including but not limited to:

* Information Technology Services
* Library
* Office of Inclusion, Diversity, & Equity
* Dean of the Faculty
* College Relations
* Disability Services
* Electronic Information Technology Accessibility Coordinator

The committee may form subcommittees or other working teams with members and/or other stakeholders as needed, as it develops and manages strategies for the college, e.g.:

* Communication and awareness
* Education and training
* Self-evaluation protocols
* Subdivisions of technology access, e.g.:
  + Instructional materials
  + Procurement of software, hardware, and systems
  + Web
  + Documents (non-instructional)
  + Media (non-instructional)

Confirmed membership: