

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 207.06: Accessibility Audit of Curriculum Courses

### Overview

The purpose of an Accessibility Audit of Curriculum Courses is to establish how well A-B Tech’s Learning Management System (LMS) instance performs in terms of access and ease of use by a wide range of potential users. In order to build a more inclusive learning environment and improve the student experience by helping them take clear control of course content with usability, accessibility and quality in mind, the following procedure will be conducted by the Learning and Design Department:

### Prior to the start of the Academic Year

Obtain an institution-wide report on course content accessibility before the Fall term. This report provides a base accessibility score for the campus LMS and will drive further improvements at the institution. This report will be sent to Department Chairs and Deans who will inform their faculty of results.

### Seven weeks into the Fall and Spring semesters

Obtain an institution-wide report on course content accessibility seven weeks into the Fall and Spring semesters. This report will provide Learning and Design with a list of courses that have not made the necessary changes to achieve an acceptable accessibility score. This report will be sent to the Vice President for Instructional Services and to Deans.

### End of the Academic Year

Obtain an institution-wide report on content accessibility at the end of the academic year. This report will provide the Vice President of Instructional Services with a list of courses that need additional revisions to achieve an acceptable accessibility score. Revisions will occur during the summer prior to the beginning of the following Academic Year.

### Acceptable Accessibility Score

A-B Tech’s goal is for all courses to be accessible. However, due to constant changes in technology and to accessibility regulations, an acceptable accessibility score is defined as a score of 70 out of a possible score of 100.

### Exception

Third-party generated instructional materials (ex. MyMathLab, e-texts, etc.) that are downloaded into, or linked to the College’s LMS Moodle are not covered by the Accessibility Audit. These materials must have a Voluntary Product Accessibility Template (VPAT) provided by the developer.

### Owner

Vice President, Instructional Services, Ext. 7633

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