## Purpose of the Equally Effective Alternate Access Plan

In compliance with California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic and Information Technology (E&IT) products and services that it buys, creates, uses and maintains. When systems, software or processes do not meet requirements of Section 508, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from the vice president of Information Technology Services is required before the procurement can commence.

## Instructions

1. The requesting department is responsible for completing sections 1 through 3 below.
2. The requesting department must obtain the appropriate administrative approvals in section 4 and forward the signed form to the vice president for Information Technology Services or, in the absence of the VP ITS, the vice president for Student Affairs.
3. The EEAAP plan approval vice president will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised for compliance to Section 508.
4. The dean/division vice president or designee is responsible for forwarding the approved original document along with all associated E&IT procurement documents to the Procurement Office, providing copies to those individuals identified in section 3, subsection C (Responsible Person(s)) and maintaining a master archive of all EEAAP plans. Additional copies can be provided upon request based on need-to-know.

### 1. Plan Creator Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>College/Division</th>
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<tbody>
<tr>
<td>Adelaide Doyle-Nichols</td>
<td>Professor</td>
<td>AASE</td>
<td>CCOE</td>
</tr>
<tr>
<td>Office Extension</td>
<td>Office Location</td>
<td>Mail Code</td>
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<tr>
<td>3-4330</td>
<td>C2098</td>
<td>8143</td>
<td>Date</td>
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### 2. Description of the Affected System, Software or Process

- **Affected product is a:**
  - [ ] System
  - [ ] Software Application
  - [x] Web-based Internet Process
  - [ ] Teaching/Learning Process

- **System, software or process name:** CoSpaces EDU Pro
- **Purpose of the system, software or process:** Virtual Reality creation web-based platform

### 3. How will “Equally Effective Alternate Access” be provided?

**A. Description of the issue:**
Describe specifically what part of the system, software, or process has a known accessibility issue and is not accessible per Section 508 and the CSU ATI standards. Further information on Section 508 and ATI standards can be found at [http://www.calstatela.edu/accessibility/ati](http://www.calstatela.edu/accessibility/ati)

This is a Virtual Reality online platform.

**B. Persons or groups affected:**
List the person(s) or group(s) who may/will be affected by this issue, including the total number of affected persons. Groups may be specific (e.g., IT employees, engineering students, etc.) or general (e.g., general public, visitors, students only, campus employees, etc.).

Visually impaired students.
C. Responsible person(s):
List the name(s) and titles of the campus employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in subsection D.

EDIT faculty teaching the cloud based platform.

D. If related to processes, how will EEAAP be provided:
Describe in detail how the responsible person(s) will provide equally effective alternate access and what will be provided. For example, "To view room availabilities, visitors can go to a different web page that contains the same information." If "undue burden" will be invoked to this known issue, write "undue burden" here and specify that no alternate access will be provided.

Student would be provided with a live description of the environment.

E. EEAAP Resources Required:
List any resources required (including training, equipment, additional staff, etc.) to provide equally effective alternate access for the known issue. If "undue burden" will be invoked to this known issue, write "undue burden" here and specify that no alternate access will be provided.

Knowledge of the cloud based platform so an accurate description can be relayed.

F. If related to systems or software, can the issue be repaired by Cal State L.A.:
A "No" response means that the known issue will require repair by the vendor or other third-party service provider. It does not signify an undue burden invocation for this issue; undue burden should be designated in both letters d and e above.

Yes ☐ No ☑

G. Repair Information:
Include the following information in this section:

a. If the issue can be repaired by campus employees, provide the person responsible for completing the repairs, the completion date and a brief description of the planned repair.
b. If the issue cannot be repaired by campus employees, provide a brief description or any relevant information regarding repair of the issue by the vendor or third-party service provider, as well as the completion date.

Responsible Cal State L.A. Employee or Vendor:
Completion Date:
Description of the Repair:

4. Administrative Approvals
By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets California Government Code 11135, Section 508, and CSU ATI compliance requirements.

<table>
<thead>
<tr>
<th>Department Chair/Manager</th>
<th>Date: 5/7/19</th>
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<tbody>
<tr>
<td>Dean/Division Vice President</td>
<td>Date: 5/8/19</td>
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5. EEAAP Plan Approval

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<tr>
<th>Vice President for ITS/CTO</th>
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<tr>
<td>Vice President for Student Affairs *</td>
<td>Date:</td>
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* The VP SA signature is only required in the absence of the VP ITS.