Equally Effective Alternate Access (EEAA) Plan

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 EEAA 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, number 3 (Responsible Person(s)) and maintaining a master archive of all EEAA plans. Additional copies can be provided upon request based on need-to-know.

Plan Creator Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>College/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Cheam</td>
<td>Asst. Director, Baseline Services</td>
<td>IT Infrastructure</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>Office Extension</td>
<td>Office Location</td>
<td>Mail Code</td>
<td>Date</td>
</tr>
<tr>
<td>3-2643</td>
<td>Lib PW 1070</td>
<td></td>
<td>August 28, 2014</td>
</tr>
</tbody>
</table>

Description of the Affected System, Software or Process

<table>
<thead>
<tr>
<th>Affected product is a:</th>
<th>System</th>
<th>Software Application</th>
<th>Web-based Internet Process</th>
<th>Teaching/Learning Process</th>
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<tbody>
<tr>
<td>System</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Adobe Creative Cloud</td>
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Purpose of the system, software or process:
General campus use of graphics tools and some audio tools using graphic interfaces.

How will "Equally Effective Alternate Access" be provided?

1. Description of the issue:
   Describe specifically what part of the system, software, or process is 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/.

   Most of the products in the Adobe Creative Cloud suite assume the user to have vision, not blind. Adobe has made accommodations to facilitate use by persons with other disabilities.

   VPATs for the Adobe Creative Cloud products can be found at http://www.adobe.com/accessibility/products/creativecloud.html.

2. Persons or groups affected:
   List the person(s) or groups 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, CSULA employees, etc.).

   All students, staff, and faculty.
### 3. Responsible person(s):
List the name(s) and titles of the CSULA employee(s) who will be responsible for providing equally effective alternate access for the specified known accessibility issue as described in Number 4.

<table>
<thead>
<tr>
<th>The Office of Students with Disabilities (OSD) will continue to assist students where use of an Adobe product is a reasonably minor part of an academic task. OSD assistance will not extend to instances where using a tool is the prime function of an academic task. For faculty and staff, any work-related conflicts shall be resolved by The Office of Equity, Diversity and Inclusion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those assisting will provide visual assistance for the task to be performed but not be directly responsible for its development and completion. Whenever possible the user's work should be his/her own.</td>
</tr>
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### 4. If related to processes, how will EEAA be provided:
Describe in detail how the responsible person(s) will provide equally effective alternate access and what will be provided. For example, "To access 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.

| It is assumed that nothing more than intervention (Section 504 assistance) would be needed. |

### 5. EEAA 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.

### 6. If related to systems or software, can the issue be repaired by CSULA:
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 Numbers 4 and 5 above.

Yes [square] No [x]

### 7. Repair Information:
Include the following information in this section:

- If the issue can be repaired by CSULA employees, provide the person responsible for completing the repairs, the completion date and a brief description of the planned repair.
- If the issue cannot be repaired by CSULA 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 CSULA Employee or Vendor: Adobe |
| Completion Date: Ongoing |
| Description of the Repair: Adobe is an active member of W3C, an industry leader in accessibility (http://www.adobe.com/accessibilityedu.html), and an ATI partner with the CSU, actively making their applications more accessible. |

### 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.

| Department Chair/Manager | [signature] | Date: 8/28/14 |
| Dean/Division Vice President | [signature] | Date: 8/28/14 |

### EEAA Plan Approval

| Vice President for ITS/CTO | [signature] | Date: 8/28/14 |
| Vice President for Student Affairs * | | Date: |

* The VP SA signature is only required in the absence of the VP ITS.
Hi everyone,

Thank you for attending the meeting today to discuss and review the Equally Effective Alternate Access Plan (EEAAP) draft for the Adobe Creative cloud software renewal. Here is the recap of today’s meeting.

- We are all in agreement that the Adobe Creative Cloud software are software tools and not instructional media.

- When students with disabilities have issues using Adobe software, they can report to the Office of Students with Disabilities (OSD) to see if accommodation can be made.

- OSD will assist students where the use of an Adobe software is a reasonably minor part of an academic task. OSD assistance will not be extended to instances where using a tool is the prime function of an academic task.

- Faculty and staff with disabilities who are not able to use the Adobe tools to perform their required work duties should consult the Office of Equity, Diversity and Inclusion.

We agree to use the attached EEAAP document to renewal the Adobe Creative Cloud software.

Please let me know if I missed anything else or if any corrections are needed.

Thank you.

Jeff

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