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, subsection C (Responsible Person(s)) and maintaining a master archive of all EEAA 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>
</tr>
</thead>
<tbody>
<tr>
<td>Wendi Vaughn</td>
<td>Assistant Director</td>
<td>Mail Code</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Office Extension</td>
<td>Office Location</td>
<td>8201-3</td>
<td>Date</td>
</tr>
<tr>
<td>3-4689</td>
<td>BS 170</td>
<td></td>
<td>8/29/19</td>
</tr>
</tbody>
</table>

2. 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>
</tr>
</thead>
<tbody>
<tr>
<td>System software or process name:</td>
<td>WeVideo</td>
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<tr>
<td>Purpose of the system, software or process:</td>
<td>WeVideo is a cloud-based online video editing software</td>
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3. How will “Equally Effective Alternate Access” be provided?

A. Description of the issue:
Vendor VPAT has indicated that there are some alt tags that are missing, and that some elements may not work well with assistive technology. Most functions can't be operated by keyboard interface alone. Mouse is required.

B. Persons or groups affected:
Visually impaired students.
# Equally Effective Alternate Access (EEAA) Plan

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.

   The Instructor teaching the cloud based platform will provide assistance as needed

D. **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 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.

   The Instructor will provide manipulative and/or descriptive assistance.

E. **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.

   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 Numbers 4 and 5 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.*

   **Department Chair/Manager**
   Date: 9/2/2019
   **Dean/Division Vice President**
   Date: 9/4/2019

5. **EEAA Plan Approval**

   **Vice President for ITS/CTO**
   Date: 

   **Vice President for Student Affairs** *
   Date: 

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