HOWDY!

DSA IT Liaisons Communications Committee
7/2/2019
AGENDA

• Changes To Liaison Assignments
• Tech Tip:
  – Exchange Distribution List Management
• Voluntary Product Accessibility Template (VPAT)
• Department Q&A
Changes To Liaison Assignments

Carl Ivey
<table>
<thead>
<tr>
<th>Department</th>
<th>Previous Liaison Assignment</th>
<th>New Liaison Assignment</th>
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<tr>
<td>Becky Gates Children's Center</td>
<td>Jenny Wang</td>
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<tr>
<td>Corps of Cadets</td>
<td>David Sweeney</td>
<td>Carl Ivey</td>
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<td>Disability Services</td>
<td>David Swanson</td>
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<td>Memorial Student Center</td>
<td>Anthony Schneider</td>
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<td>Multicultural Services</td>
<td>David Swanson</td>
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<td>Music Activities</td>
<td>David Swanson</td>
<td>Morgan Hammond</td>
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<td>Recreational Sports</td>
<td>Justin Ellison</td>
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<td>Residence Life</td>
<td>David Sweeney</td>
<td>Carl Ivey</td>
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<td>Student Activities</td>
<td>Anthony Schneider</td>
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<td>Student Affairs Development</td>
<td>Cameron Baker</td>
<td>Combined w/Vice President for Student Affairs*</td>
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<td>Student Counseling Services</td>
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<td>Student Life</td>
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<td>Carl Ivey</td>
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<td>Student Life Studies</td>
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<td>University Art Galleries</td>
<td>Anthony Schneider</td>
<td>Morgan Hammond</td>
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<td>University Center &amp; Special Events</td>
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<td>Cameron Baker</td>
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<tr>
<td>Veteran Resource &amp; Support Center</td>
<td>Kerry Pickens</td>
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<td>Vice President for Student Affairs</td>
<td>Cameron Baker</td>
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Exchange Distribution List Management

Tracy Bush
Exchange Distribution List Management

• Departments can now update Distribution List membership by adding or deleting staff and student personnel as needed.

• Departments should identify at least 2 people to manage distribution lists and request to have this permission granted by emailing help@doit.tamu.edu
How To Modify Distribution Lists

- Go to your Outlook home screen
- Select Address Book
How To Modify Distribution Lists (cont’d)

- Search for the distribution list you would like to modify
- Double click to open
How To Modify Distribution Lists (cont’d)

- Select Modify Members
Adding To Distribution Lists

- To Add members, Select Add...
- Search for the member to add
- Select the member and click OK
Removing From Distribution Lists

- To Remove members, highlight the desired member
- Select Remove
- Select OK
Distribution List
Best Practices

David Sweeney
Distribution List Best Practices

- DivIT provides the service and DoIT facilitates it
- Departments manage the policy of how members are grouped into distribution lists
- Be mindful when mixing staff and students into one Distribution List
  - Create distribution lists of similar members (staff, students, etc.)
  - Add smaller groups to “All User” distribution Lists
- Remove personnel as they leave the department, group, committee, or TAMU
- Add members using the TAMU email account, not personal emails
Distribution List Best Practices

- **DSA - DL - <Department> All Users**
  - This list should be for everyone in the department including staff, students, and GAs

- **DSA - DL - <Department> All Staff**
  - This list should be restricted to only full-time staff

- **DSA - DL - DSA All <Users, Staff>**
  - This list will be restricted to only the department all user/staff lists, i.e., no individual accounts
Voluntary Product Accessibility Template (VPAT)

Cynthia Kauder, EIR Accessibility Coordinator
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Why consider accessibility?

• To ensure that everyone has **effective and efficient access** to Electronic and Information Resources (EIR)

• To **comply** with federal, state, and agency/institution EIR Accessibility regulations
  • 1 TAC 206 (websites) and 213 (additional EIR)
  • Section 508 of the ADA (as referenced by TAC)
  • Section 504
  • System and Texas A&M policies
Facts about EIR accessibility compliance

• Includes *products and services*
  • COTS products
  • Third-party vendors or managed service contracts
  • Home grown solutions

• **One of many factors** in a rational, comparative analysis of EIR
Additional Compliance Facts

• **Must be verified** through documentation and/or testing; the more thorough, the better

• **Business needs** must be met

• Instances of noncompliance, or **exceptions**, must be documented
What is a VPAT?

• A Voluntary Product Accessibility Template (VPAT) is a tool used to document a product's conformance with accessibility standards.

• For each electronic and information resource (EIR) product or service included in solicitation responses subject to Texas Administrative Codes 1 TAC 206 (which include the US Section 508 technical specifications) and 1 TAC 213

• Vendor provides documentation of how each requirement or specification is met.
VPAT Language

- **Supports** – product FULLY meets the letter and intent of the Criteria.
- **Supports with exceptions** – product does not ENTIRELY meet the letter and intent of the Criteria, but does provide some level of access.
- **Does not support** – product does not meet the letter or intent of the Criteria
- **Not applicable** – the Criteria does not apply to the product
Red Flags

• Use of N/A (not applicable) in areas of the VPAT criteria that are known to be applicable
• Global, nonspecific accessibility statements
• Supported with exceptions
• Very long “remarks” on minor exceptions
• No VPAT available
Procurement Overview

• Plan ahead
• Always include accessibility language in procurement documents, including RFPs, SOWs, contracts, etc.
• Analyze VPATs when making purchasing decisions
• Know when to complete exception requests and understand the process by which they are approved
• Educate vendors and assist them with understanding their responsibilities
What is an exception?

• *Temporary acceptance of risk* until reaching compliance through modification, substitution with a comparable EIR, or discontinuation of use due to end of life (EOL).

• An approved exception request is *not an exemption* from making EIR accessible.
Exceptions

Managing Risk to avoid:

• Not meeting an employee’s, student’s or visitor’s needs

• Receiving a complaint

• Being sued

• Damaging your reputation or that of Texas A&M
Exception Request Essentials

- Must provide solid justification for purchasing non-accessible EIR
  - Non-availability of accessible products
  - Fundamental alteration required to make accessible
  - Cost prohibitive to make EIR accessible
- Must include an “alternate means of access”
- At Texas A&M, must be signed by CIO and President
When to request an exception

• When a product or service currently being utilized by a particular unit is not accessible

• When a substantial collection of archived materials is not accessible
  • Library resources
  • Video tutorials
When to request an exception, cont.

• When a product/service being purchased is not fully accessible
  • Analysis of Voluntary Product Accessibility Template (VPAT) provided by vendor or available online
  • Determined through accessibility testing
Steps in our process

1. Those wanting to procure EIR should:
   a) Secure a VPAT or accessibility compliance statement with evidence from the vendor.
   b) Fill out a requisition. (Uploading the VPAT at this stage is recommended.)

2. If the purchase involves Electronic and Information Resources, an accessibility hold will be placed until an accessibility review is done.

3. The procurement process may proceed uninterrupted if a hold is removed.
When can accessibility hold be removed?

- If resource is not an EIR; no user interface
- If resource is found to be compliant
  - VPAT review, vendor conversations, etc.
- If non-compliant, a hold can be removed if
  - there is a documented accessibility exception
  - an exception request has been filled out by requester and approved by leadership
When can a hold be removed for concurrent accessibility review and procurement processes?

- Contract renewal for an essential resource to avoid lapse in service
- Special pricing with an expiration
- Research implications; used by 20 or fewer team members with no known accommodation requirements
- Departmental use; for small teams with no known accommodation requirements
- IT infrastructure and/or critical monitoring purposes
- IT security purposes
Practical Applications

• You may enter into agreements to purchase goods and services that are not fully compliant; terms, limitations and warranties should be defined in final contract

• Choose the most accessible product available which meets the business need

• You can buy non-compliant products if they are the only ones available - “marketplace exception”
Questions

- Contact ITaccessibility@tamu.edu
- Visit ITaccessibility.tamu.edu
Q & A