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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

Changes To Liaison Assignments

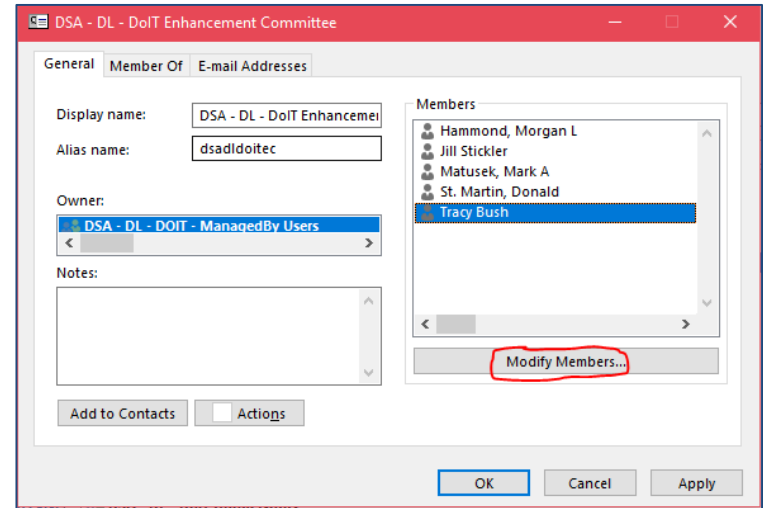
Department	Previous Liaison Assignment	New Liaison Assignment
Becky Gates Children's Center	Jenny Wang	Jenny Wang
Corps of Cadets	David Sweeney	Carl Ivey
Disability Services	David Swanson	David Swanson
Memorial Student Center	Anthony Schneider	Anthony Schneider
Multicultural Services	David Swanson	David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

Exchange Distribution List Management

Tracy Bush

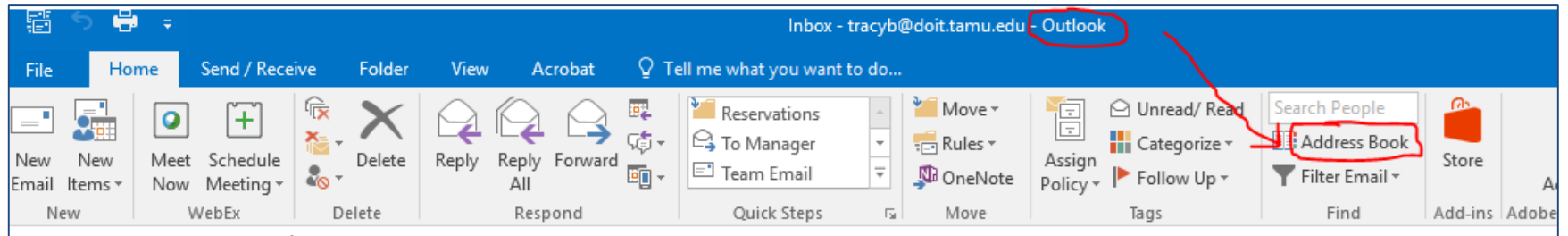
Exchange Distribution List Management

- 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

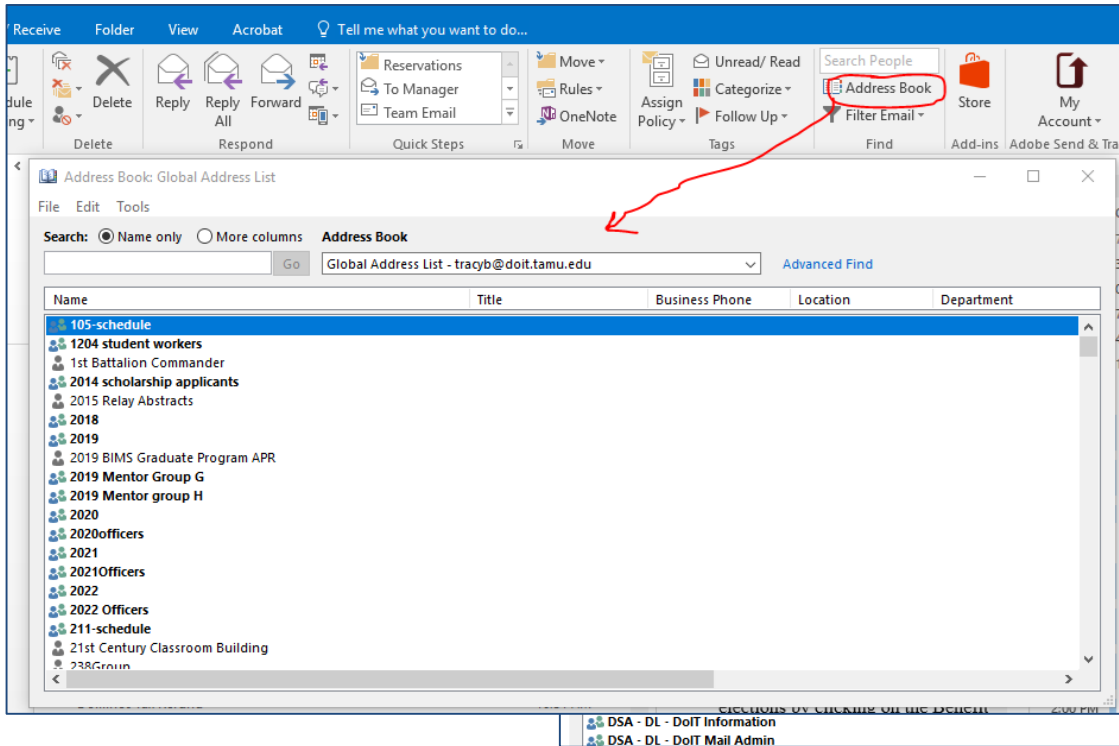


▶ How To Modify Distribution Lists

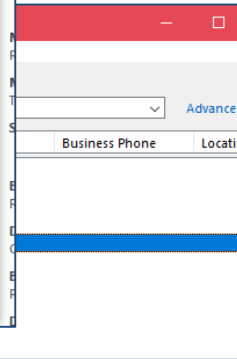
- Go to your Outlook home screen
- Select Address Book



How To Modify Distribution Lists (cont'd)

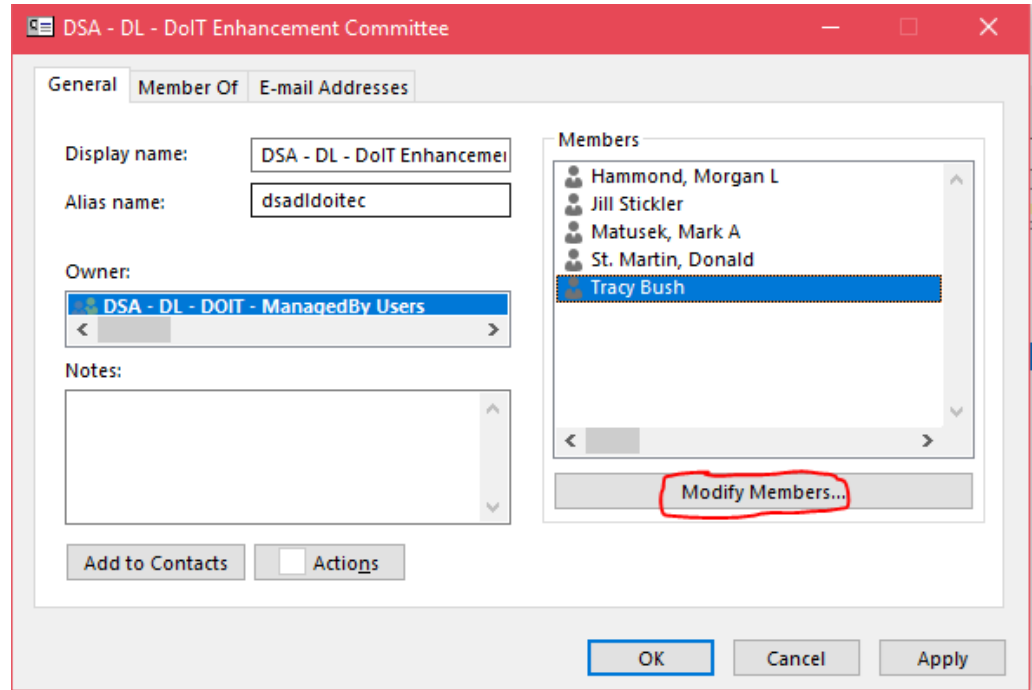


- Search for the distribution list you would like to modify
- Double click to open



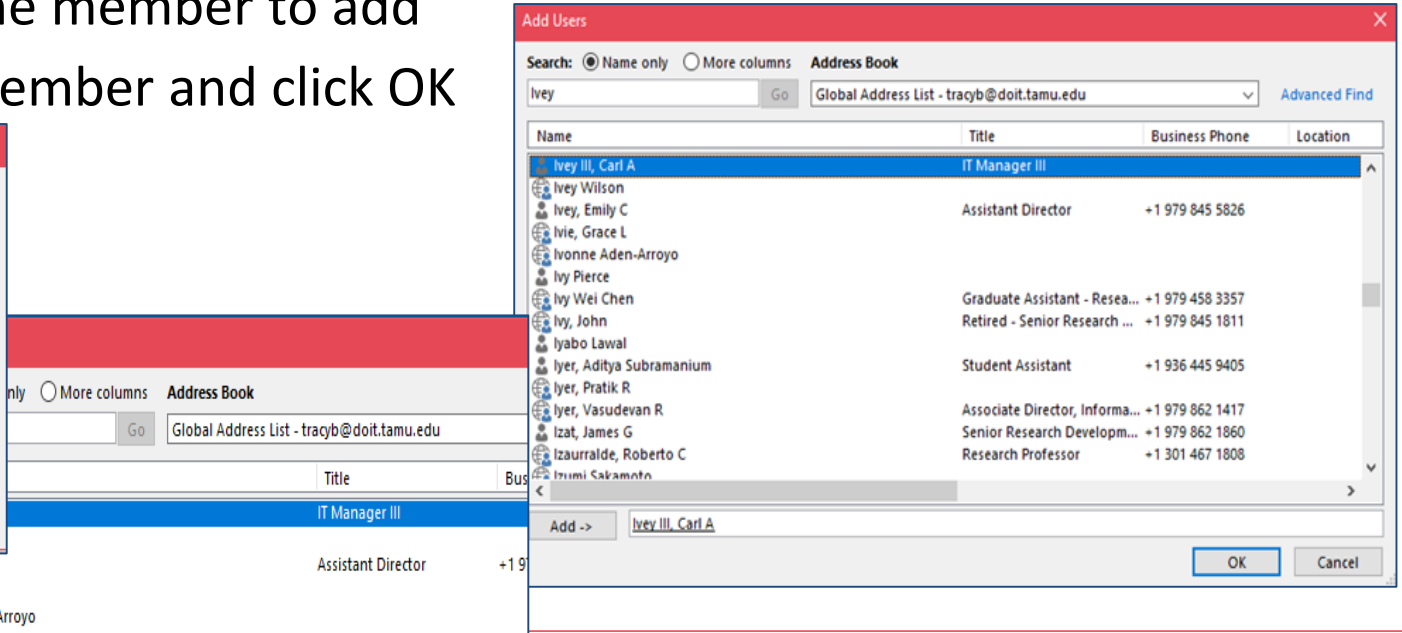
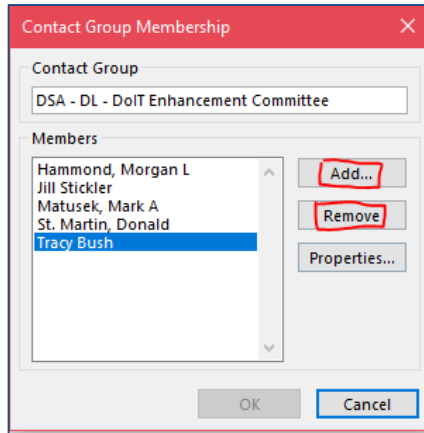
▶ How To Modify Distribution Lists (cont'd)

- Select Modify Members



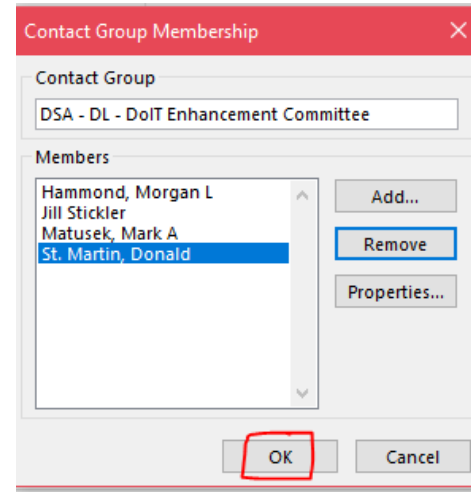
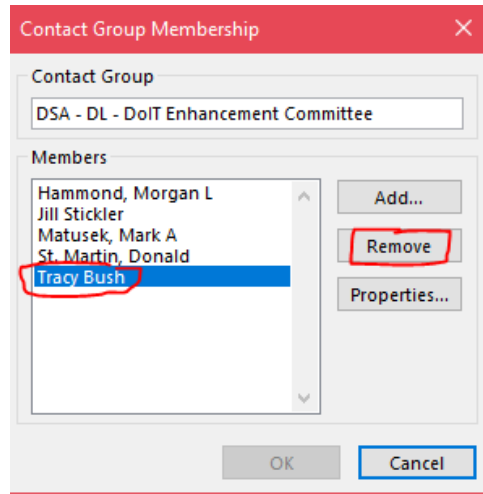
Adding To Distribution Lists

- 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
ckauder@tamu.edu | ITaccessibility@tamu.edu

► 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