

Changes to the Publishing Process To Remain ADA Compliant

March 27, 2020

The College recently entered into a voluntary resolution agreement with the United States Department of Education, Office of Civil Rights, in response to a complaint that was received regarding the accessibility of the College's website. In researching this complaint, it was discovered that, largely due to the decentralization of the College's website, many of the various pages and information on the website were not accessible to individuals with disabilities. As part of the voluntary resolution agreement, the College has committed to improving the accessibility of the website and has taken several measures to achieve this goal. While the OCR complaint provided the impetus for these changes, the College is committed to the accessibility of our website as part of our open access mission and our service to our community.

To further this effort, the College is making changes to the manner in which information is posted on the website. The purpose of these changes is to centralize the publishing of the information on the website, allowing trained members of the Technology Services Web Team to be the posters of new material on the website. Members of this team will review the materials that are posted to the website to ensure that those materials meet the accessibility standards set forth by the College in conjunction with the OCR Voluntary Resolution Agreement. TYPO3 liaisons, who are responsible for the websites in their area or department, will retain responsibility for the content of their web pages, but the Web Team will be responsible for ensuring the accessibility of that content. This approach will ensure the College is in compliance with the voluntary resolution agreement and that all our materials meet accessibility requirements.

TYPO3 liaisons can publish to a test area to review changes before the changes are published to the live website. TYPO3 liaisons will still be expected to follow the ADA Compliance Standards and MCC Standards for which they have been trained. Please add a description of the changes that were made and if it's ready to be published in the TYPO3 comment box. The Web Team will act as a check and balance to ensure that materials meet current compliance standards. Changes to the website will be published to the live website after careful review for ADA compliance, functionality and style conformity by the Technology Services Web Team.

Publishing will occur Mondays, Wednesdays and Fridays, excluding days when the College is closed. Normal operations will commence on the next scheduled review date. **Any changes made after noon are not guaranteed** to be moved live until the next publishing day. Please plan your changes in accordance with the publishing schedule.

Urgent request for uploads can be made on a limited basis. To request an urgent change, a technology request ticket must be submitted indicating the reason for the urgency and explanation of what changes were made. Urgent requests for publishing will only take place during normal business hours and are not guaranteed. There will be a few exceptions for publishing changes that will be published to the live website outside of schedule:

- Broken Links
- Cancellations
- Date Changes
- Legal Requirements
- Misinformation