



California Community Colleges  
Chancellor’s Office

**Information and Communication Technology and Instructional Material  
Accessibility Standard**

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**OVERVIEW**

Comprising 114 colleges across 72 districts, the California Community Colleges (CCC) are publicly-funded institutions with an ideal that higher education should be available to everyone. In this spirit, CCC has a mission-driven and legal obligation to comply with state and federal requirements related to accessibility for individuals with disabilities. It is the responsibility of local districts to ensure compliance with all applicable accessibility requirements.

The CCC Chancellor’s Office (CCCCO) is fully committed to making Information and Communication Technology (ICT) and instructional technology accessible. CCCCCO views accessibility of such material as foundational to the CCC’s mission and a cornerstone of high quality pedagogy. As such, the CCCCCO is establishing this standard to affirm accessibility expectations of all CCC districts. Additional communication from the CCCCCO is forthcoming, including guidance, training, and resources to support the implementation of ICT and instructional material accessibility across the CCC.

**DEFINITIONS**

Accessible: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

Equally effective: Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords

the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Head of district: The individual appointed by each district's Board of Trustees to oversee the district. The title for this individual varies by district, but includes Superintendent, President, and Chancellor.

Individual with a disability: An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

Information and communication technology (ICT): Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

Instructional materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

Timely: As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

## **ICT AND INSTRUCTIONAL MATERIALS ACCESSIBILITY STANDARD STATEMENT**

CCC is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with California Government Code §7405, Government Code §11135, Government Code §11546.7, and best practices, the CCCC and CCC will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973.

CCCCO expects that all CCC districts comply with state and federal law by:

- Developing, purchasing and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant CCC parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

## **IMPLEMENTATION**

This section is subdivided into two components:

1. Responsibilities for Compliance
2. Process for Revisions

### 1. Responsibilities for Compliance

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all CCC administrators, faculty, and staff.

Specifically:

- Heads of districts are responsible for facilitating and ensuring implementation of this Standard at their respective CCC district.
- The CCCCCO will support districts by developing guidance, coordinating any systemwide activities, serving as a resource if any implementation or service challenges arise, and maintaining effective, ongoing communication with relevant parties.
- The CCCCCO recommends that districts establish written procedures for the compliance process.

## 2. Process for Revisions

This Standard is in accordance with Federal and State law, including Sections 504 and 508 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and California Government Codes §11135(d), §7405, and §11546.7. If a future Federal or State law applicable to CCC provides greater protections to individuals with disabilities, this Standard will be interpreted as requiring compliance with the provisions set forth in said law.

Parties responsible for any future revisions include:

- The Digital Innovation and Infrastructure Division of the CCCCCO, which is responsible for regular reviews and updates of this Standard.
- The CCC Board of Governors, who is the approver for this Standard and has the authority to approve revisions following a recommendation from the Digital Innovation and Infrastructure Division.

## **RESOURCES**

This section is subdivided into two components:

1. California Community Colleges
2. External

### 1. California Community Colleges

- [Chancellor's Office, Digital Innovation and Infrastructure Division](#)
- [CCC Technology Center](#)
- [CCC Accessibility Center](#)
- [High Tech Center Training Unit](#)
- [Online Education Initiative](#)
- [Distance Education Captioning & Transcription](#)
- [Professional Learning Network](#)
- [@ONE](#)
- [3C Media Solutions](#)
- [Disabled Student Programs and Services](#)

### 2. External

- [Americans with Disabilities Act](#)
- [California Government Code §11135](#)
- [California Government Code §11546.7](#)
- [California Government Code §7405](#)
- [Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies \(WCAG2ICT\)](#)

- [Section 504, Rehabilitation Act of 1973](#)
- [Section 508, Rehabilitation Act of 1973](#)
- [Web Content Accessibility Guidelines \(WCAG\) 2.0](#)