

## Alternate Access Plan

### Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC’s identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

### Instructions

1. Alter the bolded areas in brackets ([ ]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
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5. The **[department executive administrator]** or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

### Section 1. Plan Creator Information

Name Jessie Van der Laan	Title Associate Professor of Art	Unit Art/Humanities	Date 1/22/2025
Office Phone 2748	Office Location Humanities 148A	Postal	

### Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Adobe Creative Suite: Photoshop, Illustrator, InDesign, Bridge
Product Name:	Photoshop, Illustrator, InDesign, Bridge
Product Description:	Software for photo editing and layout design
Product Purpose:	To create <i>Gallery</i> magazine

**Section 3. How will “Alternate Access” (AA) be provided?**

<p><b>1. Description of the issue:</b> Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Software is visually based for all functionalities. Those with visual impairments may have difficulty using, creating, and working within the software as there is no physical component beyond trackpad and keyboard.</p> <p>Most visual and text tools are not always completely accessible to allow full software operability/usability by those impacted with visual impairments.</p> <p><i>Gallery</i> is created by students with faculty advisors as an extracurricular activity. Any conformance issues will be addressed by the faculty member, who will work with the student to fulfill the responsibilities of the position.</p>
<p><b>2. Persons or groups affected:</b> List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Those that are completely or majorly visually impaired may have issues creating digital content. Those with physical limitations may have issues using the trackpad and keyboard.</p>
<p><b>3. Responsible person(s):</b> List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Jessie Van der Laan</p>
<p><b>4. How will AA be provided:</b> Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>Colorblind controls can be enabled; instruction on hand signs for digital terms can be taught to ASL assisting hearing impaired persons. Keyboard shortcuts can be enabled.</p>
<p><b>5. AA Resources Required:</b> List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Students are interviewed and selected each year for this position. Any accessibility plans will be determined on a case by case basis as needed. Students will be selected for <i>Gallery</i> staff on their academic and creative merits and potential, regardless of any limitation or impairment.</p>

<p><b>6. Repair Information:</b>                  Include the following information in this section:                  a. 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. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>None is known at this time.</p>
<p><b>7. Timeline for Unforeseen events:</b>                  A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.</p>	<p>Other options may be needed or implemented based on individual students needs and will be discussed with faculty member as they are needed. Individualized instruction/demonstration for appropriate usage will be implemented as necessary. Plans will be discussed and implemented in a timely and reasonable manner.</p>

**Section 4. Administrative AAP Approvals**

*By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.*

<p>Department Head [or other responsible party]</p>	<p><i>Amy Evans</i></p>	<p>Date: 1/27/2025</p>
<p>Executive [or other responsible executive]</p>	<p><i>Robert Pratt</i></p>	<p>Date: 1/27/2025</p>

**AAP attachment**

**4. How will AA be provided: (continue from item 4 in section 3)**

## Alternate Access Plan

### Purpose of the Alternate Access Plan

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### Section 1. Plan Creator Information

Name Jessie Van der Laan	Title Associate Professor of Art	Unit Art/Humanities	Date 1/22/2025
Office Phone 2748	Office Location Humanities 148A	Postal	

### Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Adobe Creative Suite: Photoshop, Lightroom, Illustrator, InDesign, Bridge
Product Name:	Photoshop, Illustrator, InDesign, Bridge, Lightroom
Product Description:	Software for photo editing, graphic design, digital illustration and layout design
Product Purpose:	To create digital art, photo editing, layout design, and graphic design

**Section 3. How will “Alternate Access” (AA) be provided?**



<p><b>1. Description of the issue:</b> Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Software is visually based for all functionalities. Those with visual impairments may have difficulty using, creating, and working within the software as there is no physical component beyond mouse and keyboard.</p> <p>When crafting a lesson, instructor will assist in finding best method for creating artistic content in the software based on individualized student's needs.</p> <p>Any conformance issues can be found in the respective VPAT.</p>
<p><b>2. Persons or groups affected:</b> List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Those that are completely or majorly visually impaired may have issues creating digital content. Those with physical limitations have options to use keyboard and mouse for majority of the coursework.</p>
<p><b>3. Responsible person(s):</b> List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Jessie Van der Laan, Caitlin Caddell, Amy Evans</p>
<p><b>4. How will AA be provided:</b> Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>Colorblind controls can be enabled; instruction on hand signs for digital terms can be taught to ASL assisting hearing impaired persons. Keyboard shortcuts can be enabled.</p>
<p><b>5. AA Resources Required:</b> List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Controls can be changed on a day to day/computer by computer use; mice and keyboards are at all computers; all the ASL terms can be learned quickly via short video or demonstration.</p>
<p><b>6. Repair Information:</b> Include the following information in this section: a. 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. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>None is known at this time.</p>

**7. Timeline for Unforeseen events:**

A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.

Other options may be needed or implemented based on individual students needs and will be discussed with faculty member as they are needed. Individualized instruction/demonstration for appropriate usage will be implemented as necessary. Plans will be discussed and implemented in a timely and reasonable manner.

**Section 4. Administrative AAP Approvals**

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Department Head [or other responsible party]	Amy Evans	Date: 1/27/2025
Executive [or other responsible executive]	Robert Pratt	Date: 1/27/2025

**AAP attachment**

**4. How will AA be provided: (continue from item 4 in section 3)**

## Alternate Access Plan

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### Section 1. Plan Creator Information

Name Matthew Lawson	Title Associate Professor of Communication	Unit Communication Department	Date  01/28/25
Office Phone 423-318-2332	Office Location 148-D	Postal 37813	

### Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Application
Product Name:	Adobe Creative Cloud
Product Description:	Application that houses programs to create different types of media
Product Purpose:	Application suite that is used to provide students with Adobe Premiere Pro, Adobe Audition, Adobe After Effects and other Adobe programs that are used in the creation of media in mass communication courses.

**Section 3. How will “Alternate Access” (AA) be provided?**

<p><b>1. Description of the issue:</b> Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Adobe Creative Cloud has some accessibility issues in general.</p> <p>Though Adobe has made progress in the inclusion of speech to text and other accessibility benefits, the application/applications still lack the ability to use a screen reader, for instance, and other tools used to make programs more accessible.</p>
<p><b>2. Persons or groups affected:</b> List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Students who are visually impaired and students who are deaf. Depending on the circumstances, these students may have issues using the Adobe Creative Cloud suite of programs.</p>
<p><b>3. Responsible person(s):</b> List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Instructor of courses where Adobe Creative Cloud is being utilized.</p>
<p><b>4. How will AA be provided:</b> Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>The instructor will seek out guidance from the educational institution and will request that the institution provide any additional resources or personnel that a student may need to utilize the Adobe Creative Cloud suite of programs.</p>
<p><b>5. AA Resources Required:</b> List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Depending on the circumstances regarding the student or students in the course, the instructor may request that the educational institution provide a person to describe the interface/tools of the programs to the student in a verbal or written manner. Other students in the course may also be able to fulfill this role as well.</p>
<p><b>6. Repair Information:</b> Include the following information in this section: a. 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. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	

**7. Timeline for Unforeseen events:**

A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.

Accessibility plan for product will begin immediately and will be modified on a person-by-person basis.

The instructor will keep abreast of the latest updates in the future to see if Adobe has addressed any accessibility issues.

**Section 4. Administrative AAP Approvals**

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Department Head [or other responsible party]	Matthew Lawson	Date: 1/30/2025
Executive [or other responsible executive]	Robert Pratt	Date: 1/30/2025

**AAP attachment**

**4. How will AA be provided: (continue from item 4 in section 3)**

See response to Section 3 – Question 4

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### Section 1. Plan Creator Information

Name Laura Osteen	Title Assistant Professor of Digital Media	Unit Humanities	Date 1/20/2025
Office Phone 423-585-2632	Office Location CCen 216	Postal	

### Section 2. Description of the Affected Informational Material and Technology Purchase



Affected product is a:	Adobe Creative Suite: Premiere, Photoshop, AfterEffects, Illustrator, Etc
Product Name:	Premiere Pro, Photoshop, After Effects, Illustrator, Encoder, Bridge
Product Description:	Software for the creation of video edits, visual effects, concept art, and photo manipulation
Product Purpose:	To create digital art, photo editing, motion graphics, visual effects for video, and video editing

**Section 3. How will “Alternate Access” (AA) be provided?**

<p><b>1. Description of the issue:</b> Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Software is visually based for all functionalities. Those with visual impairments may have difficulty using, creating, and working within the software as there is no physical component beyond mouse, pen/tablet, and keyboard.</p> <p>Most visual and text tools are not always completely accessible to allow full software operability/usability by those impacted with visual impairments.</p> <p>When crafting a lesson, instructor will assist in finding best method for creating artistic content in the software based on individualized student's needs.</p> <p>Any conformance issues can be found in the respective VPAT.</p>
<p><b>2. Persons or groups affected:</b> List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Those that are completely or majorly visually impaired may have issues creating digital content. Those with physical limitations have options to use keyboard, mouse, and pen for majority of the coursework.</p>
<p><b>3. Responsible person(s):</b> List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Laura Osteen</p>
<p><b>4. How will AA be provided:</b> Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>Colorblind controls can be enabled; use of pen on tablet is available for use without keyboard/mouse (and vice versa); instruction on hand signs for digital terms can be taught to ASL assisting hearing impaired persons. Keyboard/tablet pen shortcuts can be enabled.</p>
<p><b>5. AA Resources Required:</b> List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Controls can be changed on a day to day/computer by computer use; tablets, mice, and keyboards are at all computers; all the ASL terms can be learned quickly via short video or demonstration.</p>

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<p><b>7. Timeline for Unforeseen events:</b>                  A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.</p>	<p>Other options may be needed or implemented based on individual students needs and will be discussed with instructor as they are needed. Individualized instruction/demonstration for appropriate usage will be implemented as necessary.</p>

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<p>Executive [or other responsible executive]</p>	<p><i>Robert Pratt</i></p>	<p>Date: 1/23/2025</p>

**AAP attachment**

**4. How will AA be provided: (continue from item 4 in section 3)**