

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.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
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	Title	Unit	Date
Laura Osteen	Assistant Professor of Art and Digital Media	Humanities	7/18/2022
Office Phone	Office Location	Postal	
423-585-2632	CCen 216		

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

Affected product is a:	Toonboom Harmony
Product Name:	Toonboom Harmony
Product Description:	An all-in-one 2D animation tool for efficient animation, from drawing to final production.
Product Purpose:	To create 2D animation using varying styles, compositing and effects tools, and professional pipelines.

Section 3. How will "Alternate Access" (AA) be provided?

1. Description of the issue:

Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMS guidelines.

2. Persons or groups affected:

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.).

3. Responsible person(s):

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.

4. How will AA be provided:

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.

5. AA Resources Required:

List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.

6. Repair Information:

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.

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.

When crafting a lesson, instructor will assist in finding best method for creating artistic content in the software, based on student's needs.

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 a majority of the coursework.

Laura Osteen

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 animation terms can be taught to ASL assisting hearing impaired persons.

Controls can be changed on a day to day/computer by computer use; tablets, mice, and keyboards are at all computers; and the ASL terms can be learned quickly via a short video or demonstration.

None is known at this time.

Other options may be needed or implemented based on individual students needs and will be discussed with instructor as they are needed.

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.

Department Head [or other responsible party]	Amy Wans	Date: 8/15/22
Executive [or other responsible executive]	Rae Pettit	Date: 8-15-22

AAP attachment

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