

## 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
Amy Jackson	Director of Disability Services	Student Support Services	12-11-2024
Office Phone	Office Location	Postal	
423-585-6860	SSB U136	37813	

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

Affected product is a:	Accessible Information Management Software
Product Name:	Disability Service Management Suite
Product Description:	This product is a database that holds all Disability Services related documents.
Product Purpose:	The purpose of this product is to maintain all Disability Services forms and documents in one location.

**1. Description of the issue:**

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

There are no known issues at this time.

If an accessibility issue were to arise, it would affect students with accommodations and staff in the Office of Disability Services.

- Haris Gunadi, CIO of Accessible Information Management LLC, will be responsible for vendor/product related concerns.
- Amy Jackson, Director of Disability Services at WSCC, will be responsible for accommodation related concerns.
- Seth Kerney, Coordinator of IDEAS and Accessibility at WSCC, will be responsible for college accessibility related concerns.

Alternate access will be provided should issues arise and will be addressed on an as-needed basis by one of the responsible people listed above.

Accessible Information Management LLC can assist with technical issues with the Disability Service Management Suite software. Accommodations can be manually sent to the faculty to remove the barrier if the software isn't functioning properly.

N/A

**7. Timeline for Unforeseen events:**

N/A

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.

**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]

Executive [or other responsible executive]

*Amy Jackson*  
*Greg Hall*

Date:

*12-11-2024*

Date:

*12-11-2024*

**AAP attachment**

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