

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 BTE	Date 3/20/2024
Office Phone	Office Location	Postal 500 South Davy Crocket Pkwy Tennessee, TN 37813	

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

Affected product is a:	Minitab LLC
Product Name:	Minitab Statistical Software (web application)
Product Description:	Minitab is a statistical software utilized by professionals to analyze data.
Product Purpose:	The purpose of using Minitab is to provide students with training in the software's use to provide numerical and graphical information from numeric data to be used for statistical analysis in the identification of root cause analysis and statistical problem solving. This software is the most likely option a student will encounter on the job.

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

<p>1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Some images, graphs and reports have limited alt text; the structure and relationship of controls and related messages are not accessible; Columns may have two headers that are not accessible; interactive graphs are not accessible by keyboard; to select a range of columns in the graph builder, a user must use a mouse; user cannot resize graphs using the keyboard; column selection list in the dialogs have no visible label; instruction not present in each dialog, but context-sensitive help, including instruction and examples is available; some buttons do not have discernible text; all the labels of the controls in the graph options pane are not programmatically associated; When any command or command update modifies the worksheet data, the undo stack is cleared to prevent unintended consequences</p>
<p>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.).</p>	<p>Approximately ten students each year will be affected.</p>
<p>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.</p>	<p>Bob Dixon will be responsible for any issues accessing the web-based software. Amy Jackson will be responsible for any accommodation requirements unique to the student as identified in the student's accommodation plan.</p>
<p>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.</p>	<p>Alternate Access needs will be assessed on a case by case basis to allow for individualized assistance as appropriate.</p>
<p>5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Minitab offers a contact option for those needing additional information (1-814-231-2682). Students have the option to ask others for help with daily assignments.</p>

<p>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.</p>	<p>The company is investigating buttons that do not have discernible text and the labels of controls in the graph option. They are also looking at the error messages in the graph options which are not accessible and menu bars which are not accessible. No timeline was given. Other issues have either been resolved or the company does not have plans to resolve at this time.</p>
<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.</p>	<p>Students will receive instruction on the use of minitabs. Contact information will also be provided. If students have issues, they will be address on a case by case basis.</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>Bob Dixon</i></p>	<p>Date: 4/1/2024</p>
<p>Executive [or other responsible executive]</p>	<p><i>Tera Howerton</i></p>	<p>Date: 4/1/2024</p>

AAP attachment

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

The need for Alternative Access will be assessed on a case by case basis. Alternative Options will be provided when possible that address the student’s individual needs and is aligned with the accessibility form on file with the Office of Disability Services.