

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:
Joe Cairns	Department Head of Culinary Arts	Walters State Community College- Culinary Arts; Business and Technical Education	February 8, 2024
Office Phone:	Office Location:	Postal:	
865-774-5816	1720 Old Newport Highway Sevierville, TN	37876	

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

Affected product is a:	Food Ready AI, V2.3.2
Product Name:	Food Ready AI, V2.3.2
Product Description:	With Food Ready, you can easily monitor production processes in real-time to ensure that the food being produced meets all standards and regulations. The software also provides comprehensive reporting capabilities so you can quickly identify issues or problems before they become a major issue.
Product Purpose:	To create and manage HACCP plan processes and affiliated documentation. This will also be used as a teaching platform for students in the formation and use of HACCP plans in the butcher shop and workplace. Additionally, the software will allow real time tracking of all HACCP related processes and required documentation.

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>1.1.1- Non-text content, 1.3.1- Info and relationships, 1.3.2-Meaningful Sequence, 1.4.1-Use of Color, 2.2.2-Pause, stop, hide, 2.3.1-Three flashes or below threshold, 2.4.1-Bypass blocks, 2.4.2-Page titled, 2.4.3-Focus order, 2.4.4-Link purpose, 3.2.1-On focus, 4.1.1-Parsing, 4.1.2-Name, role, value, 1.4.3-Contrast, 1.4.4-Resize text, 1.4.5- Images of text, 2.4.5-Multiple ways, 2.4.6-Headings and labels, 2.4.7-Focus visible, 3.1.2- Language of parts, 3.2.3-Consistent navigation, 3.2.4-Consistent identification</p> <p>Identified issues are sporadic and are being addressed with future updates. For the means of addressing these issues, students will work in teams and will be able to lead one another in indicating solutions, should any specific issues arise.</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>Employees and students will utilize this software.</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>Responsible faculty or staff/personnel will address any issues that may arise.</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 will be provided should issues arise and will be addressed on an as-needed basis.</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>Further Resources: Food Ready AI Is available should any issues arise for any student needs. Students may also be free to help their classmates with the technology should a student ask his or her peers.</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>Food Ready AI seeks to resolve these issues over the next few years, respectively, in accordance with its Remediation Timeline.</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 be trained in the use of all applications with instructor oversight. Issues will be addressed on an as needed basis should any occur.</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.

Department Head:	Joe Cairns	Date: 2/8/2024
Dean of Business and Technical Education:	Tera Howerton	Date: 2/8/2024

AAP attachment

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

See Item 4 in Section 3. A completed CNR form has been submitted by the vendor.