

## 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 Seth Kerney	Title Coordinator of IDEAS and Accessibility	Unit IDEAS	Date 8/9/2023
Office Phone 423-318-2721	Office Location CCEN 243B	Postal 37813	

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

Affected product is a:	Glean for Education Software
Product Name:	Glean for Education Software
Product Description:	The software is a web-based tool that is a browser extension.
Product Purpose:	Glean for Education is a notetaking software. Limited licenses were purchased for Disability Services to distribute to students with an Accomodation Plan.

**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>Some buttons have duplicated accessible names, some items are hidden when zoomed to a large degree, and screen readers attempting to read Glean transcriptions may not be 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>There are 50 licensed users that will be affected. These users are students.</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>Seth Kerney- accessibility issues that arise with the web-based platform. Amy Jackson- individual accommodation requirements and needs unique to the students with Accommodation Plans.</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>Alternate Access will be provided should issues arise and will be addressed on an as-needed basis.</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>Further resources: Training from Glean representatives and access to Glean support staff for introductory resources and should a student need assistance.</p> <p>Students may also be free to help their classmates with the technology should a student ask his or her peers.</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>As seen in the completed Conformance and Remediation form for Glean, the vendor seeks to resolve these issues over the next few years, respectively, in accordance with its Remediation Timeline.</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>When students are issued a Glean license for the product, the following steps will be followed:</p> <ol style="list-style-type: none"> <li>I. Students will be instructed in its usage.</li> <li>II. Students will provide contact information.</li> <li>III. Students will be notified of who to contact when issues arise.</li> </ol> <p>Issues will be addressed as needed should any occur.</p>
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**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>Seth Kerney</i></p>	<p>8/17/2023 Date</p>
<p>Executive [or other responsible executive]</p>	<p><i>Andace Daniel Justice</i></p>	<p>8/17/2023 Date</p>

**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.**