

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 – Matthew Lawson	Title - Associate Professor of Communication	Unit – Communication Department	Date - 11/13/23
Office Phone – 423-318-2332	Office Location – HUM 148 - D	Postal - Walters State Community College, 500 South Davy Crockett Parkway Morristown, TN 37813-6899	

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


Affected product is a:	Website
Product Name:	Pro Sound Effects – prosoundeffects.com
Product Description:	Royalty-free media website
Product Purpose:	Website that provides downloadable royalty-free media for students to use in Communication courses to help complete assignments and production projects (films, etc) in those courses.

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

<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>The website in question (prosoundeffects.com) has some accessibility issues in general.</p> <p>The website may have accessibility issues when utilizing built-in accessibility tools in computer.</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>Students who are visually impaired and students who are deaf. Depending on the circumstances, these students may have issues finding and utilizing content from the website.</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>Instructor of courses where product website is being utilized.</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>The instructor will seek out guidance from the educational institution and will request that the institution provide any additional resources or personnel that a student may need to utilize the product in question.</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>Depending on the circumstances regarding the student or students in the course, the instructor may request that the educational institution provide a person to describe the website/downloadable media to the student in a verbal or written manner. Other students in the course may also be able to fulfill this role as well.</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>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>Accessibility plan for product will begin immediately and will be modified on a person-by-person basis.</p> <p>Instructor will seek out more accessible and comparable vendors.</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 [or other responsible party]		Date: 11/13/23
Executive [or other responsible executive]	Robert Pratt	Date: 11/14/2023

Robert Pratt

AAP attachment

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

See answer to Section 3 – Question 4.