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
Seth Kerney	Coordinator of IDEAS and Accessibility	IDEAS	4/22/2024
Office Phone	Office Location	Postal	
423-318-2721	CCEN 243B	37813	

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

Affected product is a:	Software; Simple Syllabus
Product Name:	Simple Syllabus
Product Description:	This software is integrated into eLEARN for both faculty usage and student view.
Product Purpose:	Simple Syllabus is a software utilized by the college to allow syllabi to be more user-firendly for faculty and students, be more accessible, and allow for more uniformity for the college's respective academic divisions.

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

1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.	Captions are provided for all pre-recorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such. More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process.
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.).	All potential users
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.	Carrie Davis-Simple Syllabus contact point for the college Seth Kerney- content accessibility issues or best practice suggestions within the platform
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.	If alternate access is needed, it will be provided on a timely and an as-needed basis.
5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.	Simple Syllabus will have to fix issues that may involve the platform. Carrie Davis can offer trainings on the platform with any updates or repairs that may need extensive guidance or explanation. Knowledgeable Instructors may help other instructors with inquiries.

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.	Simple Syllabus is planning to make captions more readily available for alternate text resources, dependent on technology advancements.
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.	1. Instructors are instructed on its usage. 2. Instructors may be given contact information for assistance if assistance is required within the platform. 3. The necessary resource, whatsoever that may be, will provide aid.

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]**	*Seth Kerney*	Date:	4/22/2024
Executive **[or other responsible executive]**	*Candace Daniel Justice*	Date:	4/22/24

AAP attachment

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

See Item 4 in Section 3. Vendor sent in a completed CNR form.