Establish an Informal Committee – *Already have one!*
- Library/Labs
- IT
- Web and Media
- Purchasing
- HR – Compliance
- DRC
- Empower Purchasing with Authority to Deny Purchases
- Empower Web Master to Deny Publishing Web Pages
- Establish and Train on Requirements for Captioning
- Conducted Research of other campus policies – Gatekeeper?
- Educated Campus Shared Governance Groups
- Provided Fiscal Impact to District
- Prepared the Board for the Review and Vote

Personnel Changes
- Demonstrated Need
- Outlined Reporting Lines in Revised Organizational Chart
- Secured the Budget
- Created 2 New Positions
  - Senior Accessibility Compliance Specialist - Reclassification
  - Instructional Designer – In process
- Involved the Union

Hire Private Consultant
- Contract Services for 508 Manual Checking of Software
- Develop Forms and Rubric Criteria for Conducting
- Campus Procedures Manual
- Timeline for Implementation
- Training Guides
- Policy Recommendations

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**Step 1:** Create an Accessibility Team
**Step 2:** Perform an E&IT Audit
**Step 3:** Institutional Commitment
**Step 4:** Offer Training Opportunities
**Step 5:** Develop a Procurement Plan
**Step 6:** Offer a Reporting Mechanism (added an Site & Access Issues link already)
**Step 7:** Rate Your Institution (pre & post survey)