

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE



29.01.04.P0.01 Accessibility of Electronic and Information Resources

Approved April 30, 2010

Revised June 1, 2015

Next Scheduled Review: June 2020

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the processes that Prairie View A&M University (PVAMU) will follow to comply with the requirements for state web sites as stated in [Texas Administrative Code \(TAC\) Title I Chapter 206 Institution of Higher Education Websites](#). This UAP also establishes the processes PVAMU will follow to comply with the requirements for accessibility as stated in [TAC Title I Chapter 213 Accessibility Standards for Institutions of Higher Education](#).

Definitions

Assistive Technology - any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Electronic and Information Resources (EIR) - includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, or delivery of data or information. The term EIR includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices and medical equipment where information technology is integral to its operation, and are not Information Technology.

Exception - a justified, documented non-conformance with one or more standards or specifications of [TAC Chapter 206](#) and/or [TAC Chapter 213](#), which has been approved by the Executive Director of an Agency or the President or Chancellor of an Institution of Higher Education.

Exemption - a justified, documented non-conformance with one or more standards or specifications of [TAC Chapter 206](#) and/or [TAC Chapter 213](#), which has been approved by the Texas Department of Information Resources and which is applicable statewide.

Product - Electronic Information Technology.

Information Technology – any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, web application software and other types of software, firmware and similar procedures, services (including support services) and related resources.

Self-Contained, Closed Products - products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. These products include, but are not limited to, information kiosks in information transaction machines, copiers, printers, calculators, fax machines, and other similar products.

Technical Accessibility Standards - accessibility standards for EIR set forth in [TAC Chapter 206](#) and [TAC Chapter 213](#).

Telecommunications - the transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 Any EIR developed, procured, or changed by PVAMU must comply with:
 - 1.1.1 The Technical Accessibility Standards (see table below);
 - 1.1.2 The "Functional Performance Criteria" described in [TAC 213.35](#); and,
 - 1.1.3 The "Information, Documentation, and Support" requirements described in [TAC 213.36](#).
- 1.2 Significant Difficulty or Expense
 - 1.2.1 If the total dollar value being paid for an EIR does not exceed \$25,000, the purchase of an EIR does not have to comply with the Technical Accessibility Standards. This exception is based on the determination that compliance with the Technical Accessibility Standards under such circumstances would impose a significant difficulty or expense on PVAMU.
 - 1.2.1.1 This exception does not apply to a PVAMU purchase where multiple copies of the same EIR are obtained that have an individual dollar value less than \$25,000, but a total cumulative dollar value of the purchase is greater than \$25,000.
 - 1.2.1.2 This exception does not apply to a PVAMU purchase where EIRs with a total dollar cumulative value greater than \$25,000 are obtained and divided into multiple purchases in an effort for some or all of the purchase to fall below the \$25,000 criteria.

- 1.3 Other procurement exceptions may apply. The Office of Procurement, Contracts and Reconciliations should be contacted for these exceptions.

EIR Category	Technical Accessibility Standards
Software Applications and Operating Systems	TAC Rule 213.30
Websites	TAC Rule 206.70 TAC Rule 213.30 TAC Rule 213.32
Telecommunications Products	TAC Rule 213.31
Video and Multimedia Products	TAC Rule 213.32
Self-Contained, Closed Products	TAC Rule 213.33
Desktop and Portable Computers	TAC Rule 213.34

2. EIR PROCUREMENT PROCEDURES

- 2.1 The Office of Procurement, Contracts and Reconciliations and the Accessibility Coordinator will develop an EIR Procurement Procedure for use within the procurement function whenever a contract or other acquisition document requires a vendor to:
- 2.1.1 Provide an EIR to PVAMU for use;
 - 2.1.2 Develop an EIR for PVAMU;
 - 2.1.3 Provide and use a specific EIR; or,
 - 2.1.4 Provide and use an EIR to a significant extent in performing the services or furnishing the products identified in that contract.
- 2.2 The procedure will include a process for handling exception requests which complies with the compliance exceptions and exemptions standards and specifications in [TAC 213.37](#).
- 2.3 The procedure will ensure all appropriate terms and conditions needed to meet accessibility requirements are addressed in EIR acquisition documents and contracts.
- 2.4 The Information Resources Manager (IRM), Accessibility Coordinator, and the Director of Procurement, Contracts and Reconciliations will periodically review this procedure to ensure it addresses current laws and the Technical Accessibility Standards, and that its provisions are technically appropriate.

3. RESPONSIBILITIES

- 3.1 The Information Resources Associate II will serve as the Accessibility Coordinator for Electronic Information Resources pursuant to [TAC 213.41](#).

- 3.2 Accessibility training opportunities and technical assistance will be coordinated through the Accessibility Coordinator.
- 3.3 The President, or a designee, delegates responsibility to all division heads, or their equivalent, to ensure that the above procedures are implemented in their respective divisions.
- 3.4 The President, or a designee, will ensure all appropriate staff receive the necessary training to meet accessibility-related rules.

Related Statutes, Policies, Regulations and Rules

[Texas Administrative Code Title I Chapter 206 Institution of Higher Education Websites](#)

[Texas Administrative Code Title I Chapter 213 Accessibility Standards for Institutions of Higher Education](#)

[Tex. Gov't Code Ch. 2054, Subch. M, Access to Electronic and Information Resources by Individuals with Disabilities](#)

[System Policy 29.01 Information Resources](#)

[System Regulation 29.01.01 Information Resources Governance](#)

[System Regulation 29.01.04 Accessibility of Electronic and Information Resources](#)

[UAP 29.01.04.P0.01 Information Resources – Web Accessibility and Usability](#)

Contact Office

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