1. PURPOSE

1.1 To ensure that all new or re-designed web pages/content for official Prairie View A&M University (PVAMU) public web pages shall be accessible to and usable by all users. The information resources developed, procured or changed by PVAMU shall comply with the provisions of the Texas Administration Code, Chapters 206 and 213 unless an exception is granted by the President. These procedures are required by Texas A&M University System Regulation 29.01.04

2. DEFINITIONS

2.1 Accessibility: Web design criteria which support access that is not dependent on a single sense or ability, such as vision or hearing.

2.2 Key Public Entry Point (KPEP): A Web page that a state agency or institution of higher education has specifically designed for members of the general public to access official information (e.g., the governing or authoritative documents) from the agency or institution of higher learning.

2.3 Metadata: Data about data; index-type data used to identify, describe, locate, or preserve (other) data over time.

2.4 TRAIL: The Texas Records and Information Locator and Electronic Depository Program (TRAIL/EDP) is an automated system used to collect, index, and preserve electronic state publications. To ensure that publications are appropriately harvested and indexed, a publishing entity must include metadata in its online publications.

2.5 Usability: Web design criteria that support user performance ease of navigation, and understandability.

2.6 W3C: World Wide Web Consortium.

3. REQUIREMENTS AND RESPONSIBILITIES OF INDIVIDUAL DEPARTMENTS

3.1 CONTROLS AND RESPONSIBILITIES

3.1.1 The Director of Business Affairs Information Resources and Web Master (BAIRW) will serve as the PVAMU Accessibility Coordinator (pursuant to TAC 206.71) to measure the adherence and to process exceptions for this University Administrative Procedure.
3.1.2 Unless an exception is approved in accordance with section 4 of PVAMU UAP 29.01.04.P0.02 – Accessibility of Electronic Information Resources, pursuant to 2054.460 Texas Government Code, all web pages created or revised containing official PVAMU information or services intended for the public must comply with:

3.1.2.1 TAC 206.70

3.1.2.2 TAC 206.75

3.1.2.3 TAC 213.30

3.1.2.4 TAC 213.32

3.1.2.5 Americans with Disabilities Act (ADA) Requirements

3.1.2.6 Section 508 of the Rehabilitation Act of 1973

3.1.2.7 PVAMU Web Accessibility Requirements

3.1.2.8 PVAMU Usability Requirements

3.1.3 Unless an exception is approved in accordance with section 4 of PVAMU UAP 29.01.04.P0.02 – Accessibility of Electronic Information Resources, pursuant to 2054.460, Texas Government Code, new publically accessible web pages must be tested by the web page owners using one or more 508 or equivalent, validation tools in conjunction with manual procedures to validate compliance.

3.1.4 All key public entry points must include an “Accessibility” link to, or a “Site Policies” link to a web page that contains the PVAMU accessibility guidelines; site validation standard (i.e., 508); contact information for the PVAMU Web accessibility coordinator; and a link to the Governor’s Committee on People with Disabilities Web site http://www.governor.state.tx.us/disabilities/.

3.1.5 All publically accessible web pages shall avoid vendor specific, “non-standard extensions and shall comply with applicable internet standards. For example, use: IETF for internetworking technology or methodology (e.g., SSL); and W3C for markup/style languages (HTML, XML, CSS, etc.).

3.1.6 Where feasible all web sites should provide content in the primary language(s) used by people using the website.
4. IMPLEMENTATION

4.1 All publically accessible web pages must implement the following:

4.1.1 Metadata, following the Texas Records and Information Locator and Electronic Depository Program (TRAIL) Metatagging Standards (see http://www.tsl.state.tx.us/trail/about.html for more information). The descriptors of TRAIL metatags must describe the specific web page or publication in which they are included. Use of a generic set of descriptors for every publication is not acceptable. The following metatags must be implemented:

4.1.1.1 DC.Subject.Keyword
4.1.1.2 DC.Description
4.1.1.3 DC.Subject
4.1.1.4 DC.Type

4.1.2 The HTML TITLE Tag

4.2 PVAMU division websites must contain the following:

4.2.1 Links to the following:

4.2.1.1 State of Texas homepage.
http://www.texasonline.com/portal/tol
4.2.1.2 Texas Homeland Security Web site
http://www.texashomelandsecurity.com/
4.2.1.3 Statewide Search Web site
http://www.tsl.state.tx.us/trail/
4.2.1.4 State Link Policy or to a PVAMU Link/Site Policy page
http://texasonline.com/portal/tol/en/policies

4.2.2 Individual links to the following or to the Site Policies page with links to the following:

4.2.2.1 Web Privacy and Security Policy
http://www.pvamu.edu/include/UAP/29.01.06.P1.10.pdf
4.2.2.2 PVAMU Contact Information
miasghar@pvamu.edu or (936) 261-2156
4.2.2.3 Description of TAMUS regulation related to the Open Records/Public Information Act

4.3 Key Public Entry Point (KPEP) must contain links to the following:

4.3.1 PVAMU Homepage http://www.pvamu.edu/pages/1.asp
4.3.2 Individual links to the following or to the Site Policies page with links to the following:
4.3.2.1 Web Privacy and Security Policy
http://www.pvamu.edu/include/UAP/29.01.06.P1.10.pdf

4.3.2.2 PVAMU Contact Information
miasghar@pvamu.edu

Contact Office
Director of Business Affairs Information Resources and Webmaster
(936) 261-2156