PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

29.01.04.P0.02 Information Resources - Web Accessibility and Usability
          Approved April 30, 2010
          Revised June 1, 2021
          Next Scheduled Review: June 1, 2026

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the minimum accessibility standards for official Prairie View A&M University (PVAMU) web pages and content intended for the public. PVAMU is committed to making its web sites accessible and usable. The accessibility goal for all new or redesigned Web pages/content is that they are designed and created to be accessible to, and usable by, all users. The University must comply with the Texas Administrative Code 206.70 Accessibility of Institution of Higher Education Websites which implements the access standards of Section 508 of the Federal Rehabilitation Act of 1973 as amended.

Definitions

508 Validation Tool - a software application that can scan web pages and provide information to assist in determining if the web pages meet the Section 508 standards. These 508 validation tools provide reports that help to ensure websites are accessible to persons with disabilities.

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

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.

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

Texas Records and Information Locator (TRAIL) / Electronic Depository Program (EDP) – 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.

Usability - web design criteria that support user performance, ease of navigation, and understandability.

W3C - World Wide Web Consortium.

Information Resource Owner - an entity responsible for a business function and for determining controls and access to information resources supporting that business function.

Official Procedures and Responsibilities

1. **GENERAL**

   1.1 As a government agency, PVAMU recognizes that our information is largely considered to be in the public domain. The University is committed to making all web pages and content promoting PVAMU's mission on the PVAMU domain accessible by all users. All web pages and web content containing official PVAMU information that are built, updated or revised after the effective date of this UAP must comply with these standards.

2. **APPLICABILITY**

   2.1 The intended audience for this UAP includes, but is not limited to, all personnel who develop and maintain PVAMU web pages, deans, and division heads.

3. **RESPONSIBILITIES**

   3.1 Controls and Responsibilities

      3.1.1 The Business Administrator I will serve as the PVAMU Accessibility Coordinator (pursuant to TAC 213.41 Accessibility Policy and Coordinator) to measure the adherence and to process exceptions for this UAP.

      3.1.2 Unless an exception is approved, in writing, in accordance with Section 2 of PVAMU UAP 29.01.04.P0.01 Accessibility of Electronic and Information Resources, pursuant to Texas Government Code §2054.460, all web pages created or revised containing official PVAMU information or services intended for the public must comply with:

         3.1.2.1 TAC Chapter 206 Subchapter C;

         3.1.2.2 TAC Chapter 213 Subchapter C;

         3.1.2.3 Americans with Disabilities Act (ADA);

         3.1.2.4 Section 508 of the Federal Rehabilitation Act of 1973;

         3.1.2.5 UAP 29.01.04.P0.01 Accessibility of Electronic and Information Resources; and,

         3.1.2.6 UAP 29.01.04.P0.02 Web Accessibility and Usability.

      3.1.3 Unless an exception is approved, in writing, in accordance with Section 2 of PVAMU UAP 29.01.04.P0.01 Accessibility of Electronic and Information Resources, pursuant to Texas Government Code §2054.460, new publically accessible web pages must be tested by the web page owners using one or more accessibility 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's accessibility guidelines; site validation standard (i.e., §508); contact information for the PVAMU's Web Accessibility Coordinator; and a link to the Governor's Committee on People with Disabilities Website.

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 sheet 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/EDP) Meta-tagging Standards. (See http://www.tsl.state.tx.us/trail/about.html for more information). The descriptors of TRAIL meta tags 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 meta tags must be implemented:

4.1.1.1   DC.Subject.Keyword;

4.1.1.2   DC.Description;

4.1.1.3   DC.Subject; and,

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 State of Texas resources:

4.2.1.1   State of Texas Homepage;

4.2.1.2   Texas Homeland Security Website;

4.2.1.3   Statewide Search Website; and,

4.2.1.4   State Link Policy or to a PVAMU Link/Site Policy Web page.

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

        4.2.2.1 [Information Resources - Privacy](#);

        4.2.2.2 [Accessibility of Electronic and Information Resources](#);

        4.2.2.3 [PVAMU Contact Information](#);

        4.2.2.4 [Description of policy/procedures related to the Open Records/Public Information Act](#); and,

        4.2.2.5 [Compact with Texans](#).

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

    4.3.1 [PVAMU Homepage](#);

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

        4.3.2.1 [Accessibility of Electronic and Information Resources](#);

        4.3.2.2 [Information Resources - Privacy](#); and,

        4.3.2.3 [PVAMU Contact Information](#).

Related Statutes, Policies, Regulations and Rules

[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](#)

[Texas Administrative Code Title I Chapter 206 Subchapter C](#)

[Texas Administrative Code Title I Chapter 213 Subchapter C](#)

[Section 508 of the Federal Rehabilitation Act of 1973](#)

[Texas Government Code Chapter 2054 S Information Resources](#)

Contact Office

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