

Task	Time Allotted	Deadline	Responsible Party	Notify the NFB*
Designate an Accessibility Coordinator	60 days	Sept 27 2016	Student Affairs	Completed
Accessibility coordinator must meet requirements set forth in 2a-d.	60 days after designation	Nov 26 2016	Accessibility Coordinator	
Accessibility Coordinator Reports and Documents semi-annually to VP of Student Affairs	Semi-Annually	Jan 27 2017 July 28 2017	Deltha	
Adopt and Disseminate and Post Policies (after providing NFB the opportunity to comment); notify Instructors of change in the policy	240 Days	Mar 24 2017	Policy Subcommittee (Linnea, Jane, David W., Deltha, Grady, Molly)	
Develop Training Program – live or online		Spring 2017	Sheryl	
Provide ADA Training to all instructors and appropriate WSU administrators		Fall 2017	Sheryl	
Provide training to new people or people who miss the ADA training due to being on leave within <b>60 days</b> after their return or start at WSU			Sheryl	
Include mandatory presentation during all orientation sessions and keep records			Sheryl	
Retain, hire or designate an Accessible Technology Specialist	180 days	Jan 25 2017	Grady and John	
Accessible Technology Specialist conducts and completes an audit	1 year	July 28 2017	Accessibility Technology Specialist (John)	
Accessible Technology Specialist provides written audit findings and recommendations on accessibility improvements to the Accessibility Coordinator	60 days after completion of audit	Sept 27 2017	Accessibility Technology Specialist (John)	
WSU Develops a Corrective Action Strategy Based on the Technology Accessibility Audit and <i>disseminate/post on website (60 days)</i>	180 days after the completion of the Technology Accessibility Audit	Mar 26 2018	Accessibility Technology Specialist (John)	
Accessibility to all instructional materials, co-curricular materials, EIT, and online courses created or used by a WSU Department or professor in connection with any WSU course offering	no later than four years from the execution of this Agreement	July 29 2020	End Goal of Committee	
WSU's website accessible to blind users	18 months	Jan 29 2018	Acc. Tech. Specialist (John)	
WSU Prepares summary of progress being made	13 months after date and annually for 5 years	Aug 29 2017 July 27 2018 July 29 2019 July 29 2020 July 29 2021	Committee	

Agreement Fully Executed July 29, 2016

\*We have 10 days to notify the NFB after completion of a task