29.01.99.E0.01 Web Accessibility and Usability

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Standard Administrative Procedure Statement
All new or redesigned Web pages/content for official Texas A&M Engineering Experiment Station (TEES) public web pages shall be accessible to, and usable by, all users.

Reason for Standard Administrative Procedure
Pursuant of Texas Administrative Code (TAC) 206.70, TAC 206.71 and Section 508 of the Federal Rehabilitation Act of 1973, State and federal guidelines require each state agency to develop and publish an accessibility policy for publically accessible web pages.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1. TEES Information Technology Services (ITS) will serve as the TEES Accessibility Coordinator (pursuant TAC 206.71) to measure the adherence and to process exceptions for this Standard Administrative Procedure (SAP). To contact ITS call (979) 847-8585.

1.2. Unless an exception is approved in accordance with section 2 of TEES SAP 29.01.04.E0.02 – Accessibility of Electronic Information Resources, pursuant to §2054.460, Texas Government Code, all web pages created or revised containing official TEES information or services intended for the public must comply with:

1.2.1. TAC 206.70
1.2.2. TAC 213.30
1.2.3. TAC 213.32
1.2.4. Americans with Disabilities Act (ADA) Requirements
1.2.5. Section 508 of the Rehabilitation Act of 1973
1.2.6. TAMU Web Accessibility Requirements
1.2.7. TAMU Web Usability Requirements
1.3. Unless an exception is approved in accordance with section 2 of TEES SAP 29.01.04.E0.02 – 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.

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 TEES’ accessibility policy; site validation standard (i.e., §508); contact information for the TEES’ Web Accessibility coordinator (ITS); and, a link to the Governor’s Committee on People with Disabilities Web site http://www.governor.state.tx.us/disabilities/.

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.).

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

2. IMPLEMENTATION

2.1. All publically accessible web pages must implement the following:

2.1.1. 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:

   2.1.1.1.DC.Subject.Keyword

   2.1.1.2.DC.Description

   2.1.1.3.DC.Subject

   2.1.1.4.DC.Type

2.1.2. The HTML TITLE Tag

2.2. TEES division websites must contain the following:

2.2.1. Links to the following:

   2.2.1.1.State of Texas homepage
http://www.texas.gov/en/Pages/default.aspx

2.2.1.2. Texas Homeland Security Web site
http://www.texashomelandsecurity.com/

2.2.1.3. Statewide Search Web site
http://www2.tsl.state.tx.us/trail/

2.2.1.4. State Link Policy or to a TEES Link/Site Policy page
http://www.texas.gov/en/about/Pages/policies.aspx

2.2.2. Individual links to the following or to the Site Policies page with links to the following:

2.2.2.1. Web Privacy and Security Policy
http://tees.tamu.edu/policies

2.2.2.2. TEES contact information
http://tees.tamu.edu/about/contact-us

2.2.2.3. Description of policy/procedures related to the Open Records/Public Information Act
http://tees.tamu.edu/about/contact-us

2.2.2.4. Compact with Texans
http://tees.tamu.edu/about/compact-with-texans

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

2.3.1. TEES homepage http://tees.tamu.edu

2.3.2. Individual links to the following or to the Site Policies page with links to the following:

2.3.2.1. Web Privacy and Security Policy
http://tees.tamu.edu/policies

2.3.2.2. TEES Contact Information
http://tees.tamu.edu/about/contact-us

3. RESPONSIBILITIES

3.1. The Agency Director delegates responsibility to all division and center heads, or their equivalent, to ensure that the above procedures are implemented in their respective divisions.
Related Statutes, Policies, or Requirements
State Web Site Guidelines
System Policies and Regulations
System Accessibility Policy
TEES SAP 29.01.04.E0.01, Accessibility of Electronic Information Resources

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

IETF: Internet Engineering Task Force.

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 education.

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

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.

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

W3C: World Wide Web Consortium

Appendix
For additional information please look at:
http://webaccess.tamu.edu/

Contact Office
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Communications
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