University of Pittsburgh
Electronic Information and Technology Accessibility Committee Charter

I.   Preamble

This body is called the Electronic Information and Technology (EIT) Accessibility Committee. It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Engagement and Secretary of the Board of Trustees (SVC-E) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy 01-01-01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II.   Purpose

This Committee is created for the purpose of proposing a new University policy, and supporting documents, which will support implementation of the University of Pittsburgh's commitment to the accessibility of all electronic information and technology to all University members and will be in compliance with relevant Federal and state laws.

III.   Background

In 2017, SVC-E created an ad hoc committee to make recommendations concerning a University technology accessibility policy and procedure. That committee was charged with reviewing a 2016 Report and Recommendations ("Report") issued by a prior technology accessibility committee, current University practices and resources, and best practices to make recommendations on a technology accessibility policy and associated procedure.

Where recommendations were made, the ad hoc committee was expected to articulate the issues and concerns, as well as provide conceptual suggestions for any policy or procedure and translate those recommendations into a draft policy and procedure. The committee convened for the first time in January 2018 and met ten times over the course of eight months.

The University recently established a new policy development process in University Policy 01-01-01, Establishing University Policies, which emphasizes transparency and inclusiveness. To comply with the requirements found in that Policy and its implementing documents, this Committee will be formed to continue the work of the 2017 ad hoc committee. The Committee's deliberations and recommendations will be governed by the new policy development process and initiative.

IV.   Scope & Authority

The Committee will recommend a new EIT accessibility policy and supporting documents. In doing so, the Committee's deliberations must address the following topics:

- **Development of Definitions and Standards –** the Committee should establish the University's definitions and standards relating to digital accessibility.

- **Categorization of EIT and Establishment of Priorities** – In setting compliance priorities, the Committee must address the definitions of new and high impact EIT, including how to identify high impact technology and key systems and platforms, and set implementation targets and priorities.

V.   Responsibilities

As provided above, the Committee is created to propose a new policy on EIT accessibility for the University. To perform this function, the Committee has the responsibility to:

- Review the work of prior technology accessibility committees, current University practices and resources, and best practices to make recommendations on a technology accessibility policy and associated procedure.
- Discuss best practices related to EIT accessibility, including comparing peer universities' respective policies on this matter.
- Incorporate or address applicable local, state, and Federal requirements into the proposed policy and procedure.
- Recommend a draft policy for review pursuant to the process described in Section VII below and consider feedback received during that review.
- Recommend an accompanying draft procedure needed for the effective and efficient implementation of the proposed policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI.   Composition

The Committee, at the direction of the SVC-E, will be chaired by **Frances Yarger**, Associate Director for Digital Library Services. The Committee shall include:

1. **Stephanie Aldrich**, GPSG representative
2. **John Cooper**, Director of University Web Communications
3. **Leigh Culley**, Director of Disability Resources and Services
4. **Cynthia Golden**, Director of the Center for Teaching and Learning
5. **Jay Graham**, Enterprise Architect, CSSD
6. **Jeremy Justus**, Assistant Professor of English Literature and Humanities (Pitt Johnstown)
7. **Kathleen Kelly**, Associate Professor & Vice Chair, Dept. of Physical Therapy, SHRS
8. **Lucas Leiby**, SGB representative
9. **Kacey Marra**, EIADAC representative, Associate Professor of Plastic Surgery
10. **Tara O'Connor**, Office of University Counsel
11. **Randall Smith**, Senior Associate Dean, Profess, School of Pharmacy
12. **Kornelia Tancheva**, Director, University Library System
13. **John Twyning**, Associate Dean for Undergraduate Studies, Dietrich School

In addition, **Thomas Hitter**, Assistant Vice Chancellor for Policy Development and Management. and **Angie Bedford-Jack**, Digital Accessibility Coordinator, will facilitate and support the work of the committee.

VII.   Operations

The Committee will meet every other week, or more frequently as circumstances dictate. The Committee's proposed policy on EIT accessibility will be submitted to the SVC-E no later than spring 2019. The SVC-E may ask for interim status reports.

After the SVC-E's review is complete, the draft policy will be submitted to the Office of Policy Development and Management (Policy Office) to coordinate its review consistent with Policy 01-01-01.

VIII.   Proposed Policy Review Process

The review process for the Committee's recommended policy is as follows:

1. University comment period;
2. Council of Deans;
3. University Senate's Equity, Inclusion and Anti-Discrimination Advocacy Committee;
4. Faculty Assembly;
5. University Senate Council; and
6. Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. It is anticipated that the review process will be completed no later than fall 2019. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy 01-01-01.

IX.   Amendment

Any amendments to this Charter must be made in accordance with Policy 01-01-01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs EIT Accessibility, unless otherwise directed by the Chancellor.