

Equal Access: Universal Design of Computing Departments

A checklist to guide faculty & administrators in making their computing department more welcoming & accessible.

www.washington.edu/accesscomputing/equal_access_csd

Planning, Policies, & Evaluation

Consider diversity issues as you plan & evaluate your facilities & programs.

___ Are people with disabilities, racial & ethnic minorities, men & women, young & old students included in planning & review processes & advisory committees?

___ Do you have policies & procedures that ensure access to facilities, printed materials, computers, & electronic resources?

___ Is accessibility considered in the IT procurement process?

___ Are disability-related access issues addressed in external or internal evaluations of courses & services?

Facility & Environment

Ensure physical access, comfort, & safety within an environment that is welcoming to visitors with a variety of abilities, racial & ethnic backgrounds, genders, & ages.

___ Are all levels of departmental facilities connected via wheelchair-accessible routes of travel? Are accessible routes of travel easy to find?

___ Are there ample high-contrast, large-print directional signs to & throughout departmental labs, administrative offices, classrooms, & other facilities? Is Braille signage available when appropriate?

___ Are parts of counters & desks in student service areas at a height accessible from a seated position?

Support Services

Make sure support staff are prepared to work with all students, faculty, & staff.

- Do staff members know how to respond to requests for disability-related accommodations?
- Are they familiar with the availability & use of Telecom Relay Services, assistive technology, & alternate formats?
- Are they aware of issues related to communicating with students of different races, ethnicities, & ages, & with disabilities?

Information Resources

Ensure that departmental publications & websites welcome a diverse group & that information is accessible to everyone.

- Are accessibility issues incorporated into mainstream web design & other technology training for students & staff?
- In key publications, does the department include a statement about its commitment to universal access & procedures for requesting disability-related accommodations?

Computing Courses & Faculty

Ensure that faculty members deliver courses that are accessible to all students & that accommodations are provided in a timely manner.

- Do video presentations used in courses have captions? Audio descriptions? Do podcasts have transcripts?
- Do faculty employ accessible design practices for websites?
- Is universal & accessible design incorporated into curriculum?

Computers, Software, & Assistive Technology

Make technology in computing facilities accessible to everyone. Begin with a few items & add more later. For example:

___ Is an adjustable-height table available for each type of workstation?

___ Is screen enlargement software available for users with low vision? Is a large monitor available?

___ Is text-to-speech software available?
