Your 2023-2024

EQUAL ACCESS STRATEGY

Personalize **OUR** Digital Accessibility Themes for **YOUR** Area

EqualAccess@kent.edu

TRIAGE

Create PRIORITIES, not perfection. Focus your efforts on the most CRITICAL ACCESSIBILITY ISSUES affecting the most PEOPLE.

1. Make a list of your area's digital holdings and solutions, such as course materials, websites, newsletters, help/support system, marketing materials, financial books, calendars, audio/video, training materials, management systems, kiosks and signage.
2. Rank them by visibility/usage, greatest to least.
3. For #1 on your list, document how you use that product- the flow of items in/out, volume of use, etc.
4. Identify the most glaring accessibility weakness of that product's items and how you can improve it.
5. Create action step/s for how you will improve the accessibility of NEW items created for or in that digital product. Create separate action step/s for EXISTING items.

My #1 Digital Target is: _____

SET SUSTAINABLE HABITS

Digital accessibility is a PROCESS not a project. Incorporate small, SUSTAINABLE action steps into your calendar and task lists.

1. Add the action steps to your work calendar. Adjust the amount/frequency until you find the sweet spot. (Pay attention to your reactions- dreading the action steps may be a sign that they're too complicated. Your digital accessibility time should feel satisfying or, at least, manageable.)
2. Maintain the scheduled action steps for 3-6 months. Evaluate whether you've been able to keep up with incoming materials and adjust accordingly.
3. If the above steps are successful, choose the next most critical target area and complete the TRIAGE steps to make a plan. SET SUSTAINABLE HABITS for that plan.

My First Habit is: _____

OPTIMIZE YOUR RESOURCES

Increase and improve the use of what you ALREADY HAVE before you acquire more.

1. What are your digital TOOLS (things that help you do your job)? Make a list of available software, systems, applications, training videos (hint: LinkedIn Learning) and accessibility checkers. Can you deploy them better than you are? Have you researched their built-in accessibility features?
2. Who do you know? Make a list of teammates, people you've worked with across Kent State, peers at other institutions, students, the people just above and just below you in the organizational chart. How can you capitalize on their strengths and partner more in your pursuit of greater accessibility?

A Resource I Could Use Better is: _____

TAKE OWNERSHIP

Motivate yourself and others towards greater buy-in, community, communication and accountability

1. Educate yourself on accessibility and disability so you're more invested in the real people that your work impacts. Share your new knowledge with others.
2. Speak up in trainings and meetings. Mention the importance of digital accessibility whenever possible. Share the steps you're taking to improve the digital accessibility of your area. Direct people to the Equal Access team (EqualAccess@kent.edu) if the conversation goes beyond your knowledge level.
3. Walk what you talk and hold each other accountable. There's no punishment for getting less done than you'd wanted and it isn't a race! But you'll take accessibility more seriously if you know you're reporting back to someone.

I Can Take More Ownership By: _____