

MICHIGAN STATE UNIVERSITY

To: Michigan State University Web Accessibility Policy Liaisons
From: Phillip J. Deaton, Digital Accessibility Coordinator
Date: December 6, 2017
Subject: Web Accessibility - Submitting Monthly Web Reports

As follow-up from our conversations in the Web Accessibility Policy Liaison (WAPL) meetings, and in alignment with our Annual Self-Review process and Accessibility Five-Year Plans, The ADA Coordinator and MSU IT recommends submitting monthly self-reports of your auditing progress on priority digital properties within your Major Administrative Unit.

Monthly reporting allows us to progressively assess our institutional progress at a more granular level, and respond with timely and helpful support.

Why self-report audit progress?

- **Inclusion:** Our “digital front doors” should be open and accessible to all. [Inclusion is a core value of our land-grant mission](#), and an important part of [MSU’s teaching, research, and outreach missions](#).
- **Progress:** Self-reporting your auditing work demonstrates tangible progress at the MAU level.
- **Visibility:** Data gathered from these self-reports will drive executive-level reporting on web accessibility progress at Michigan State University, and encourage decision-making that supports the academic and strategic missions of MAUs.
- **Time-savings:** Self-reporting your auditing progress aligns with our Annual Self-Review process, reducing the need for additional data gathering at the end of each annual review cycle.



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How-to self-report audit progress:

- Start with the web properties that you self-reported in your first annual self-review.
- Provide auditing progress in your “College/Department Accessibility” workbook.
- We recommend that you audit digital properties using our Prioritization Guidance, and our forthcoming MSU Auditing Protocol, which we are working on in consultation with Usability/Accessibility Research and Consulting (UARC).
- We recommend that you make updates on a monthly basis, we will provide reminders and support through the Web Accessibility Policy Liaisons meeting.
- All progress made by the 1st of each month which will be included in that month’s executive report.

Thank you for your commitment to digital accessibility and to persons with disabilities. Please let us know if you have any questions.

For detailed instructions on how to make updates to your Monthly Web Report document, [please refer to the Submit Monthly Web Report page on webaccess.](#)

Best,

Phillip J. Deaton

A handwritten signature in black ink, appearing to read 'P. Deaton', with a stylized flourish at the end.

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