

College of Social Work
Digital Accessibility Work Plan

Overview

In alignment with the [Digital Accessibility Workgroup Purpose & Operational Charge](#) distributed in January 2026, the Digital Accessibility Workgroup has collaboratively created the CoSW Digital Accessibility Work Plan. This will serve as a framework for reference and accountability, and intends to provide:

- A recap of work that has been accomplished through December 2025
- A map for work to be accomplished between January-April 24, 2026
- A plan for ongoing compliance

Compliance with the federal Title II accessibility compliance is both our individual and collective responsibility; therefore, we encourage all faculty and staff who interact with students and any external / public stakeholders to review this document and understand the college's efforts in this area.

For any questions, please contact [Dr. Lindsey Muñoz](#), Assistant Dean for Pedagogical Possibilities, who serves as the Digital Accessibility Workgroup Lead.

Work Accomplished through December 2025

- Initial meetings to ensure understanding of accessibility requirements, responsibilities, and resources
- Initial audit of public-facing materials, including:
 - Training assets
 - Training Resource Center (TRC) program materials
 - Learning Management System (LMS) trainings
 - MarComm assets, including CoSW website
 - Media assets
 - Assets housed in Issuu
- Began assessment of available resources for compliance
- Began updates / actions as appropriate based on initial audit

Work to be Accomplished between January-April 24, 2026

This work plan contains overall process information. Status of individual assets are tracked in Digital Accessibility Audit sheets, currently housed in Smartsheet. Please contact Anna Chalfant (anna.chalfant@uky.edu) for more information about the audit sheets.

Academic and Student Affairs

Segment	Milestone	Key Activities	Lead(s)	Deliverable	Deadline
1. Triage & Scoping	1.1 Course Risk Inventory Finalized	Review last term’s Ally report; identify Summer, Fall 2026 courses; rank by severity, impact, reuse	Assistant Dean; Academic Reps (SW, CJ, FSH)	Master list of flagged courses by term/program	Feb 15, 2026
	1.2 Course Dispositions Finalized	Recommend disposition (full, partial, reload, defer); route MSW to RisePoint; flag courses needing leadership decision	Academic Reps; Assistant Dean	Course Disposition Table (recommendations)	Mar 1, 2026
2. Remediation Planning & Execution	2.1 Remediation Capacity Inputs Provided	Validate scope by program; identify discipline-specific constraints; confirm vendor vs internal routing	Academic Reps; RisePoint liaison (as needed)	Program-level guidance on remediation scope	Mar 10, 2026
	2.2 Summer 2026 Remediation Completed	Support validation of remediated Summer courses; flag content issues	RisePoint (MSW); Internal Teams; Academic Reps (validation only)	Summer remediation completion confirmation	Apr 1, 2026
	2.3 Fall 2026 Remediation Plans Locked	Confirm Fall course lists; validate scope assumptions; acknowledge July 1 deadline	Academic Reps; Assistant Dean	Final Fall remediation plan	Apr 1, 2026
	2.4 Fall 2026 Remediation Completed	Validate remediated Fall courses; escalate unresolved issues	RisePoint; Internal Teams; Academic Reps (validation only)	Fall remediation completion confirmation	Jul 1, 2026

3. Training Support	3.1 Targeted Faculty Training Input Provided	Advise on discipline-specific examples and risks for faculty training	Academic Reps	Training input artifacts	Mar 20, 2026
	3.2 College-Wide Training Plan Finalized	Develop training plan addressing accessibility expectations, roles, and escalation paths for ongoing compliance.	Assistant Dean	Training Plan	July 1, 2026

Training

Milestone	Key Activities	Lead(s)	Deliverable	Deadline
Resolve all audit findings	Establish rotating schedule for audit review; identify any new or revised content; conduct follow-up as needed, including escalation to leadership as needed; ensure completion and documentation	Program Coordinators, Project Manager	All Program-specific assets are resolved as needed	April 24, 2026
Collaborate with operational teams for task assignment accuracy and maintenance	Define, assign, and review tasks for work plans; track progress, identify needs, and coordinate solutions; ensure completion and documentation	Program Coordinators, Project Manager, TRC Assistant Director (Miracle)	Collaborative work is completed appropriately	April 24, 2026
2x/week check-ins	Engage in bi-weekly meetings to monitor progress; align priorities and timelines	Program Coordinators, Project Manager, TRC Assistant Directors	Bi-weekly check-ins occur as scheduled	Every Tuesday and Thursday until April 24, 2026

Centers and Labs Instructional Design

Milestone	Key Activities	Lead(s)	Deliverable	Deadline
CE	Conduct follow-up as needed; ensure completion and documentation	Senior Instructional Designer	All current, public CE assets will be fully compliant	April 24, 2026 or after (depending on the asset, access, etc.)
Kinship	Conduct follow-up as needed; ensure completion and documentation	Senior Instructional Designer	All Kinship Training Library assets and specified On-Demand Webinar materials (as noted in C&L ID audit) will be fully compliant	April 24, 2026 or after (depending on the asset, access, etc.)
Medically Complex	Update Join Hands Together PowerPoint	Senior Instructional Designer	Join Hands Together PowerPoint is fully compliant	April 24, 2026 or after (depending on the asset, access, etc.)

MarComm

Milestone	Key Activities	Lead(s)	Deliverable	Deadline
Current website imagery accessibility	Review all current, public website images; conduct follow-up as needed; ensure completion and documentation	Web Developer, Communications Managers	All current, public website images will have alt-text references	March 1, 2026
Current website document accessibility	Review all current, public website documents; conduct follow-up as needed; ensure completion and documentation	Web Developer, Communications Managers, Graphic Designer	All current, public website documents will be fully compliant	April 1, 2026

Full website update	Implement website updates; run DubBot review tool and make updates as needed to increase accessibility score	Web Developer, Communications Managers	Website will have a DubBot score of 100% (or as close to 100% as possible)	April 20, 2026
Academic program template update	Review current academic program templates; conduct follow-up as needed; ensure completion and documentation	Communications Managers, Graphic Designer	All templates used for Canvas uploads will be fully compliant	April 24, 2026
Email compliance	Review current email practices and update as needed	Communications Managers, Graphic Designer	All emails sent from EMMA via ukcosw@uky.edu will be fully compliant	April 24, 2026
Social media compliance	Review current social media practices and update as needed	Social Media Manager, Communications Managers	All social media shared on official CoSW accounts will be fully compliant	April 24, 2026

Media

Milestone	Key Activities	Lead(s)	Deliverable	Deadline
LMS access	Obtain necessary access level to LMS	Media Producer, Technology Specialist	Media team members receive admin access to LMS	February 28, 2026
Secondary audit	Review of Media assets	Media Producer	Secondary audit complete	February 28, 2026

Secondary audit follow-up	Conduct follow-up as needed; ensure completion and documentation	Media Producer	Visual and language disqualifiers addressed; convert previous content as possible; standardize LMS Media content and any necessary re-uploads	April 24, 2026
Transcript implementation	Review options for transcription of outstanding media assets; conduct follow-up as needed; ensure completion and documentation	Media Producer	All applicable Media assets receive a transcript	April 24, 2026

General

Milestone	Key Activities	Lead(s)	Deliverable	Deadline
Bi-weekly workgroup meetings	Engage in bi-weekly meetings to monitor progress; align priorities and timelines	Assistant Dean of Pedagogical Possibilities	Bi-weekly workgroup meetings occur as scheduled	Every other Monday until April 24, 2026
Reporting	Updates to Administrative Leadership Team	Assistant Dean of Pedagogical Possibilities	Report during Administrative Leadership Team Meeting	Bi-weekly until April 24, 2026
	Updates to Office of the Dean	Assistant Dean of Strategic Operations	Report during Dean meeting	Weekly until April 24, 2026

	Updates to faculty and staff	Assistant Dean of Strategic Operations	Report submitted for inclusion in Dean's Brief	Bi-weekly until April 24, 2026
	Updates to Office of the Provost and Office of the President	Dean	Report submitted to Office of the Provost	Monthly until April 24, 2026
Standard Operating Procedures (SOPs) developed	SOP drafts developed	Digital Accessibility Workgroup-represented units	Submission of SOP drafts	March 31, 2026
	Review of SOP drafts	Digital Accessibility Workgroup-represented units	Feedback provided	April 7, 2026
	SOPs finalized	Digital Accessibility Workgroup-represented units	SOPs in ongoing use	April 14, 2026
Support for CoSW employees	Design training opportunities and announce those to the college	Digital Accessibility Workgroup-represented units	Training opportunity schedule available for participation	Late March / early April 2026
	Create policy for communicating responsibility and providing mechanism for accountability for ongoing digital accessibility compliance	Digital Accessibility Workgroup-represented units	Policy available for reference	April 24, 2026
	Compile college and campus resources to guide ongoing compliance	Digital Accessibility Workgroup-represented units	Repository of resources available for reference	April 10, 2026

Ongoing Compliance

General

- Each unit who creates SOPs will adhere to those in all work.
- Faculty and staff will ensure their work meets accessibility requirements, referencing provided resources as needed to accomplish this.