# The WA Learning Lab Application (2022-2023 Cohort)

Section 1:

The application due date is 5pm on Friday, December 16th, 2022. Applications will be reviewed by a screening committee made up of two SBCTC employees and select CATO members. Teams will be notified of acceptance by Friday, January 20, 2023.  
  
Teams will submit their responses using Google Forms. Unfortunately, it may not be possible to save your work inside Google Forms to return to later, so we highly recommend that you draft your answers using Microsoft Word or another document editor first and save your work. For your convenience, we have included a downloadable Word document to use <<insert link to Word doc here>>. Then, when you are ready, please copy and paste your answers into the online Form for submission.  
  
If your team wishes to include any supplemental information, kindly send them to Monica Olsson at: molsson@sbctc.edu. Please format materials for accessibility  
  
If your team needs technical assistance or accommodation support during the application process, please contact either Monica Olsson or Vicki Walton for help.  
  
Monica Olsson: molsson@sbctc.edu; (360) 704-3922  
Vicki Walton: vwalton@sbctc.edu; (360) 704-4343

All questions need to be answered. Please remember this Word document is provided as a template for Teams to draft answers. Applications will be submitted online using Google Forms.

**(Start of questions)**

Full name of person completing this form (first and last)

Valid email address for the person completing this form

## Section 2: Point of Contact

Provide contact information for Team members and Team Leader

Your college or agency name?

Provide the contact information for your Team’s identified Leader. This person will be the main point of contact between your Team, SBCTC staff, CATO members, and WebAIM staff. Required: Name, title, email, and phone number.  
  
Name:

Title:  
Email:  
Phone number:

Provide the name of the Executive Leader at your college or agency supporting your Team’s participation in The WA Learning Lab. (If you were not able to secure this approval, please explain why). This could be a Dean, Vice President, Deputy Director, etc. Required: Name, title, email, and phone number.  
  
Name:

Title:

Email:

Phone number:

## Section 3: Teams

Provide information about your Team and its members

List the names (first and last) and job titles of all your Team members.

Describe your Team’s make-up. How do your roles relate to one another and how is each member involved in accessibility work at your institution? (2500 characters).

Are all members able to attend the required training sessions?  
  
(Circle one or insert checkmark)  
Yes

No

If you answered No to the previous question, please explain why. What is your Team's plan to ensure that all members equally benefit from participation in The WA Learning Lab? Will all members be able to effectively contribute?

Can all members agree to meet together at least twice outside of the scheduled training sessions? (The Team will need to work together outside of the scheduled training sessions in order to complete the required written Action Plan.)  
  
(Circle one or insert checkmark)  
Yes

No

If you answered No to the previous question, please explain why. What is your Team's plan to ensure effective collaboration amongst all members in developing the written Plan of Action?

Describe your Team’s knowledge and understanding of web accessibility and accessible design best practices. The answer to this question will help demonstrate your Team’s readiness to participate in The WA Learning Lab. Refer to the Team Approval Criteria for more information. You may include supplemental materials in your answer by emailing them to Monica at: **molsson@sbctc.edu** (2500 characters)

Summarize the work your Team has done or is doing to improve web accessibility best practices and accessible IT procurement at your institution. Identify who has been involved, what kind of executive support or funding the work has received, if any. How can the WA Learning Lab help advance this work at your institution? (2500 characters)

How does your Team plan to resolve potential conflict and address challenging situations with each other? How will the Team work together when presenting your Action Plan to institutional leadership? (2500 characters)

If your Team is selected, are members of your Team willing to return next year for some mentorship activities with the new Teams?  
  
(Circle one or insert checkmark)  
Yes

No

Maybe- We need more information

## Section 4: IT Accessibility/Accessible Technology

Tell us about your institution's current work in IT Accessibility policy, procedure, and best practices.

Does your institution have an existing IT Accessibility/Accessible Technology Policy?  
  
(Circle one or insert checkmark)  
Yes

No

If you answered Yes to the above question,please describe the policy and how is it being used. Do people at your institution understand the policy and their role in meeting it? What is working well and what challenges or barriers get in the way of putting policy into practice? Please include a link to the policy or email it to Monica at: **molsson@sbctc.edu** (2500 characters)

If you answered No to the above question, please explain further. What obstacles are in the way of creating a policy? Has some progress been made at all? How will The WA Learning Lab help address these obstacles? (2500 characters)

What sort of existing policy and procure for IT procurement/purchase does your institution have? Describe that process and who is involved in making these decisions. How does IT get purchased at your institution? Consider different scenarios in your answer. For example, applications or products intended for student use versus staff and faculty, or the whole institution.  (2500 characters)

Does the existing IT procurement process already include accessibility requirements and consideration? If yes, explain how. If not, what challenges or barriers get in the way of including accessibility and what do you think will help? How do you think The WA Learning Lab can help? (2500 characters)

Summarize what your Team thinks are currently the largest obstacles your institution faces to ensuring web accessibility, best practices, and accessible IT procurement? How do you think the WA Learning Lab can help address these obstacles? (2500 characters)

What else does your Team hope to get from the WA Learning Lab? (2500 characters.)