

11/AS/08/UEPC--Instructional Materials Accessibility Policy

- I. Timely adoption of textbooks by faculty.**
 - A. Faculty members will make every attempt to submit text/other course material requirements to their department at least 90 days prior to the start of the semester. Faculty will also query publishers concerning alternative format/medium availability, and said availability may influence materials selection decisions. Academic departments will monitor compliance and take remedial actions as needed.
 - B. Academic departments will send Disability Resource Services listings of all course materials for each course at least 70 days prior to start of the semester.
- II. Identification of textbooks for late-hire faculty.**
 - A. Academic departments will ensure identification of textbooks for late-hire faculty.
- III. Early identification of students with disabilities who require alternative instructional formats.**
 - A. Disability Resource Services will notify the instructor of record and the relevant department of all accommodations requested as far in advance of the start of the semester as possible for previously qualified students enrolling in the course and will make every effort to notify instructors and departments of accommodations requested by newly qualified students registered for the course as soon as the student has given his/her permission for them to do so.
- IV. Increase use of Learning Management Systems for delivering technology-enabled courses and posting syllabi and instructional materials online for face-to-face and blended/hybrid courses.**
 - A. Office of Information Technology will continue to provide learning management systems support for face-to-face, hybrid, and on-line courses, including technical staff support and faculty training.
- V. Incorporate accessibility requirements in purchase of digital/multimedia materials.**
 - A. Academic departments will incorporate accessibility requirements under the same rubric as textbooks.
- VI. Incorporate accessibility in educational policy related to course development and delivery.**
 - A. University Educational Policies Committee will review existing curricular policy and related curricular processes for possible modification in order to address issues related to instructional materials accessibility (e.g., policies or guidelines for syllabi, course and program approval/modification, equity/diversity, distance learning).
- VII. Support faculty in the creation of accessible course content.**
 - A. Implementation of this policy is contingent upon adequate funding being provided to departments and support units.
 - B. Materials modified for purposes of the American Disabilities Act compliance do not alter the allocation of rights under the Intellectual Property Rights Policy. Assistance with provision of alternative format/medium materials is not “extraordinary support” under the campus Intellectual Property policy.
 - C. Office of Information Technology will provide support for modification of computer-based materials to faculty and will not “back bill” academic departments for that support. This support will be provided on an as requested basis.
 - D. Disability Resource Services will provide mechanisms for shifting of materials to alternative media when requested by students. This service will be provided upon request.

VIII. Communication/training for students, staff, faculty about the Instructional Materials Accessibility Plan.

- A. To ensure support and dissemination of information, communications about the Instructional Materials Accessibility Policy will include the Senate Executive Committee, the Academic Senate, the President's Cabinet, the Provost's Council of Deans, Associated Students, Inc., administrator training meetings, notices to the campus community through Postmaster, faculty development workshops, the Faculty Handbook, web postings, articles in campus publications, and the Student Handbook. The appropriate administrator or faculty leader will be responsible for dissemination through each of the identified channels.

IX. Evaluation of the overall effectiveness of the campus Instructional Materials Accessibility Plan.

- A. Disability Resource Services will provide an annual report to University Educational Policies Committee enunciating their analysis of materials availability under the American Disabilities Act and a summary of the adaptations the Disability Resource Services office provided in response to requests. The annual report will include evaluative feedback from the students using adaptive resources for course completion.
- B. Office of Information Technology will provide an annual report to the University Educational Policies Committee enunciating their analysis of computer-based materials availability under the American Disabilities Act and a summary of the modifications they have provided in response to requests.
- C. The University Educational Policies Committee will monitor compliance with this policy via reports from Disability Resource Services and the Office of Information Technology. The University Educational Policies Committee will report to the Provost annually, making recommendations on changes to policy and/or practice where warranted.
- D. Academic departments will report to the University Educational Policies Committee any remedial actions taken under I. A. above.

Approved by Academic Senate on April 15, 2008.