TO: The Academic Senate  
FROM: Committee on Instruction and Curriculum  
SUBJECT: Policy on Course Material Accessibility  
PURPOSE: For Action by the Academic Senate  

ACTION REQUESTED: That the Academic Senate adopt the following policy:

All course materials (e.g., electronic files, powerpoint slides, pdf files, course handouts, reserve materials, audio and video materials, etc.) are to be accessible by all students to the highest degree possible. Course materials shall follow the principle of universal design to the highest degree possible or accommodations will be made. Faculty will work with the Student Disability Resource Center, the Office of Faculty Development, the Online and Hybrid Support Center, the Center for Alternate Media, the Library, and other support services to learn about accessibility and to receive assistance in making their instructional materials accessible. Honoring this policy shall not abridge academic freedom or pedagogical creativity.

Colleges and departments will develop mechanisms consistent with their practices to ensure the accessibility of course materials, and to educate and support faculty in developing accessible materials.

Faculty will provide a schedule of course readings or syllabus either via their departments or through the University’s learning management system in order to provide the Student Disability Resource Center with a guide for materials to be processed for students with disabilities.

This policy will be effective Fall 2008.

BACKGROUND:
At its meeting on November 19, 2007, CIC unanimously approved this policy.

CIC developed this policy in response to CSU Policies EO 926 and AA-2007-04 (see below), and in consultation with the Director of the Student Disability Resource Center, the Faculty Accessible Materials Coordinator, the Online and Hybrid Support
Coordinator, and the AVP for Academic Programs and Graduate Programs. CIC approved this policy on November 19, 2007 with a vote of 8-0-0.

EO 926, the CSU Board of Trustees Policy on Disability Support and Accommodations states: “it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.”

Coded Memorandum AA-2007-04 establishes a process for ensuring compliance with federal and state laws, and CSU policy regarding access to information technology and resources. One of the three priorities addressed in the plan includes instructional materials accessibility. Instructional materials, to the extent possible, must be accessible to students with disabilities at the same time they are available to any other student enrolled in that program.

AA-2007-04 states, that campuses through their Academic Senates should develop a plan to include the following elements:

4. A strategy to increase faculty use of the campus learning management system (LMS) for delivering technology-enabled courses, and for posting syllabi and instructional materials online for traditional face-to-face and hybrid or blended courses.
5. A process to incorporate accessibility requirements in the purchase of digital or multimedia instructional materials (captions on videos, for example).
6. A method to incorporate accessibility as a required component in the curriculum review and approval processes.
7. A plan to support faculty in the creation of accessible course content.
8. A communication process and training plan to educate students, staff, and faculty about the campus Instructional Materials Accessibility Plan.”

EO 926 is available online at: http://www.calstate.edu/EO/EO-926.html