CI Instructional Materials Implementation Plan

2014-2018



| Goal | Current Status | Next Steps |
| --- | --- | --- |
| Timely Adoption of Instructional Materials | * Senate Resolution (SR) 06-07 “text-based materials friendly amendment” passed and implemented since 2006 (see attached) * Timely adoption process: Associate Vice Provost (AVP) gives Program chairs adoption schedule, bookstore notified AVP how many classes have adopted books at deadline. Chairs are notified which classes are outstanding, professors are notified and reminded until adoption is complete. * Adoption rates information is available in CI Records via a set of queries * Faculty are asked to submit requests for e-Reserves at least 2 weeks prior to the start of the semester. All e-Reserve materials summited to make available thru the library e-Reserve service are made accessible by Terri Mansour. * If students have being provided directly by faculty with a non-accessible PDF file, students registered with the Disability Resource Programs (DRP) may request assistance from the office converting files into accessible format. * Textbook information is now automatically pulled into the DRP database from the bookstore. The issue is that because some articles/books/etc. that are freely available and are used by faculty aren’t reported to the Bookstore, and this creates an information gap between DRP and the student. Placement of materials in eReserves helps to mitigate this issue. | * Senate has been asked to evaluate Senate Resolution and investigate the option of developing a policy on timely adoption * Improve communication with faculty about adoption of materials through e-Reserves. Faculty will be informed through announcements, website and a presentation that when the library uploads materials they are made accessible. |
| Identification of Instructional Materials for Late-Hire Faculty | * When there is a late-hire, faculty chairs of the academic programs are responsible for adoption of instructional materials, per Academic Senate Resolution SR 06-07 * Late-hire faculty are notified via email if they have students with disabilities in their class * In consultation with Associate Vice Provosts and Chairs for each academic area, there is a procedure to assure that information about accessibility requirements and training opportunities are provided to all late-hire faculty. Procedure is administered by Associate Provost. * Associate Provost follows up with faculty to provide instruction in this area, to ensure that assignments are made according to specific deadlines. | Incorporate Library eReserves specialist in new-hire faculty process to assist with awareness. |
| Early Identification of Students with Disabilities | * Disability Resource Programs (DRP) staff speak to all students at Freshman and Transfer orientation to inform them of the process of registering at DRP * Students who are registered with DRP are given priority registration. Faculty are notified by DRP via email when a student with disabilities is enrolled in their class. The notification informs them of the accommodations needed and how to contact DRP for a consultation. * Students are provided information about services in time, but having students act on the information in a timely manner remains a challenge, such as students that file for evaluations mid-way thru a semester. Then providing accommodations for exams, etc., after the instructor has already developed course materials and process remains a challenge. | * Continue to improve the notification system for faculty * Formalize the faculty consultation process |
| Faculty use of LMS and Course Websites | * The CI ATI Instructional Materials website developed to provide faculty with support in using CI Learn (Blackboard) in an accessible format. <http://www.csuci.edu/ati/im/> * 85% of faculty use CI Learn in their courses. * Faculty that develop websites for instructional purposes are directed to the Web Style Guide and the Web Accessibility training provided by Academic Technology Services (ATS) to assure their sites are accessible <http://www.csuci.edu/tc/web/styleguide/> * Faculty are using Google Docs extensively for course communication and collaboration and no accessibility issues have been reported to date. | * Continue to support CI Learn as an accessible LMS * Provide access to resources to make the content in CI Learn accessible * Improve communication to faculty about web accessibility and training opportunities. |
| Accessibility for Multimedia | * A system for streaming multimedia material is successfully running through the J.S. Broome Library. <http://www.csuci.edu/ati/im/faculty/checklist.htm#faculty-website> * Faculty with original content videos may submit them to the Multimedia Specialist to send out for transcription. The academic program covers this cost. * Content is being migrated into new streaming service (ShareStream) by the Library, and process to caption videos are being established. Sharestream will provide better analytics for usage to determine what is being used and for how long. * Library has established process to caption existing video materials that are procured by the Library or faculty for eReserves. | * Improve communication about these processes to faculty * Establish a fund for faculty to have original materials captioned or transcribed for instructional use. * Establish a process to document the total cost of captioning across campus (including Library, DRP, T&C and others) |
| Accessibility Requirements for Curricular Review and Approval | * Senate Resolution 06-06 “Instructional Materials Access friendly amendment” was passed in 2006 (see attached) * Senate has been asked to discuss the possibility of developing a policy regarding accessibility requirements (see attached letter from Provost) * All Faculty are asked to include a disability statement in all syllabi. All syllabi are collected electronically each semester. | * Establish policy and procedures for curricular review of materials posted in CI Learn with Academic Senate * Update the disability statement in syllabi and assure all faculty are notified of this update. |
| Supporting Faculty Creation of Accessible Instructional Materials | * The Division of Technology & Communication currently provides training and other resources on accessibility and making documents accessible. * Training is available at: <http://www.csuci.edu/ati/im/faculty/> * DRP provides awareness of IM training to faculty and students via its web site and through in-person interaction. * The University also provides accessibility training for specific instructional materials via Atomic Learning and Lynda.com, which provide online training on-demand. <http://www.csuci.edu/ati/im/faculty/workshops-training.htm> | * Improve communication with faculty about trainings and opportunities for learning about creating accessible instructional materials. * Each semester we will focus on providing information to faculty in the form of announcement, trainings and online tutorials on one type of instructional material |
| Communication Process and Training Plan | * University Website has been created to communicate process and training opportunities to faculty about accessibility (<http://www.csuci.edu/ati/im/faculty/>) * Announcements about online tutorials and resources for creating accessible instructional materials are provided by DRP and via T&C web site. * New faculty are notified about the need for accessible instructional materials and training opportunities at the new faculty orientation. | * Process to announce/remind regarding accessibility via Senate newsletter is being established. * Conduct a workshop on Universal Design for Learning strategies to improve access for all learners. * Offer a preparing your course retreat day in which support will be provided to faculty to set up their courses on CI Learn. DRP and T&C will collaborate with Academic Affairs to assure faculty who attend the retreat day have the knowledge about accessibility and the tools to use as they set up the online portion of their courses. |

## Approval

Approved by:

A. Michael Berman

Vice President for Technology & Communication

Approval Date: 6/6/2014

## Contributors

A. Michael Berman, Vice President for Technology & Communication

Valeri Cirino-Paez, Assistant Director of AOT Programs

Jerry Garcia, Assistive Technology Specialist

Jill Leafstedt, Director of Teaching & Learning Innovation; ATI Instructional Materials Lead

Peter Mosinskis, Director of IT Strategy

## Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version # | Date | Author | Summary of Changes |
| 1.3 | 6/6/2014 | Mosinskis | Minor syntax changes |
| 1.2 | 1/16/2014 | Mosinskis | General review |
| 1.1 | 8/22/2012 | Mosinskis | Formatting, cleanup and comments |
| 1.0 | 4/25/2012 | Leafstedt | Original as submitted to CO for audit response |