

## Accessibility of Instructional Materials

<b>Policy Category:</b>	Academic Policies
<b>Responsible Office:</b>	Office of Academic Affairs
<b>Related Law &amp; Policy:</b>	<a href="#">Americans with Disabilities Act (ADA)</a> ; <a href="#">Section 504 of the Rehabilitation Act</a> ; <a href="#">Section 508 of the Rehabilitation Act</a> ; <a href="#">Web Content Accessibility Guidelines (WCAG)</a> ; <a href="#">UAA Policy – Blackboard Use Policy</a> ; <a href="#">UAA Policy – Accessibility Policy</a>

### I. Scope

This policy applies to all electronic instructional materials (e.g. syllabi, textbooks, presentations, multimedia, handouts). This includes electronic instructional materials delivered within the University's learning management system, in face-to-face classes, or in an alternate fashion (e.g. email, blogs) and electronic instructional activities (e.g. online collaborative writing, web conferencing).

### II. Policy Overview

This policy outlines how UAA, including all of its campuses and sites, ensures that all electronic instructional materials, optional and required, are accessible and as effective and useable for persons with disabilities as they are for persons without disabilities.

### III. Policy Statement

UAA will ensure equal and effective instructional materials access for all students. Instructional materials and activities will be made available to all students at the same time. This policy is the responsibility of all University administrators, faculty, and staff. This policy is in accordance with federal and state laws including the Americans with Disabilities Act of 1990 (ADA), and the Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, Section 508 of the 1973 Rehabilitation Act as amended, and Title 18, Chapter 5, Part 603, and AS 44.17.060, AS 47.80 (Alaska Code).

### IV. Roles/Responsibilities

#### *UAA Academic Units:*

- Will ensure that departmentally owned classrooms integrate Universal Design Principles.
- Will ensure that all departmental computer labs provided for student use will have assistive technologies including, but not limited to, accessible computer stations, screen reading software, and screen magnification.
- Will ensure that instructional tools purchased contain an accessibility statement or a voluntary product accessibility template (VPAT).

*Office of Faculty Success:*

- Will provide instruction and support for faculty and staff creating online courses and online instructional content.
- Will ensure that UAA's Instructional Core Tool Set meets accessibility standards.
- Will support faculty by researching methods of improving accessibility in situations where UAA's Instructional Core Tool Set does not meet the needs of a particular content area.
- Will support faculty to encourage robust course materials that support student success.
- Will facilitate hosting of online materials and activities in an accessible learning management system and related hosted systems (such as web conferencing).
- Will provide a routine schedule of continuing education and training opportunities for faculty and staff related to accessibility.
- Will recommend basic accessibility skills required by faculty to the Online Learning Council (OLC); upon approval by OLC, Faculty Success will publish those required skills; skills will be reviewed annually and updated as needed based on industry standards and advances.
- Will provide a standard mechanism by which faculty can reasonably assess their courses for accessibility; the mechanism will clearly identify minimum accessibility standards that must be met.

*Disability Support Services (DSS):*

- DSS will support individual students who experience disabilities and will work with individual faculty members and instructional staff to accommodate these unique needs.

*Faculty and Instructional Staff:*

- Will maintain proficiency in basic accessibility skills as defined by Academic Innovations and eLearning and approved by Council of Deans and Directors.
- Will create and present accessible courses and instructional material.

*Deans and Community Campus Directors:*

- Will ensure that faculty and instructional staff have opportunities for training in basic accessibility skills.
- Will provide faculty and instructional staff compensation for training required to at least meet minimum accessibility standards.
- Will ensure that faculty workloads give consideration to time requirements for creating accessible content in a given course.
- Will not assign new full time or adjunct faculty to teach online courses without providing time and resources for accessibility training.

- Will have a written process for ensuring that courses taught in their units meet minimum accessibility standards as defined by Faculty Success.

*Information Technology Services*

- Will use Principles of Universal Design in IT-designed and supported classrooms and instructional spaces.
- Will provide consultation for campuses, colleges, and departments to assist with design of departmentally supported classrooms and instructional spaces such that they integrate Principles of Universal Design.
- Will serve as a clearinghouse for information about assistive technology and modifications recommended for departmental computer labs.

**V. Reason for Policy**

UAA provides equal opportunity to its educational and administrative services, programs, and activities in accordance with federal and state law. This policy addresses the University's instructional materials accessibility.

**VI. Approval**

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*Sean Parnell*  
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Chancellor for Approval

January 17, 2024  
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Date