

ATTACHMENT A

Accessible Instructional Materials Plan for CSULA

This plan addresses three key areas regarding implementation of the Accessible Instructional Materials aspect of the CSU Accessible Technology Initiative. The three areas are:

1. Communication
2. Training/Support Services
3. Policy

Communication

The first phase of the Communication Plan is well underway. In Spring 2007, the President of the University communicated the nature and importance of the ATI to the campus faculty. Since that time, the Academic Senate has taken the lead in communication to the faculty on key components of the ATI, and in particular the Accessible Instructional Materials aspects. However, there has been (to date) no systematic communication plan in the Division of Academic Affairs. This report addresses that lacuna.

Action Item	Brief Description	Individual(s) /Office Responsible	Timeline
(Re)Introduce ATI to the Faculty Community	Discuss challenges and opportunities related to ATI in annual address to faculty	Provost	September 15, 2008
Continuously educate faculty on ATI	Use Academic Affairs Newsletter and regular e-mail and web updates to keep faculty informed of new policies, procedures related to ATI/Instructional Materials	Provost's Office/ Director of Faculty Affairs	Quarterly, beginning Fall 2008
Inform Faculty of support/training opportunities	Via Newsletter, e-mail and web updates, disseminate Faculty Development training schedule for Accessibility Training	Faculty Affairs/ Director of Faculty Development	Quarterly, beginning Fall 2008
Inform faculty of changes to policies that affect them	When ATI-related policies are adopted, changed, and implemented, keep faculty informed via e-mail updates and memos to department chairs and other key leaders.	Academic Senate/ Faculty Affairs Office	On-going

Training/Support Services

We considered several models for training and support of faculty during implementation of the ATI. Because most faculty currently lack the expertise in both instructional design and web-based delivery of instructional materials (the areas in which most revision will need to occur to make instructional materials fully accessible), the following training model is being adopted. The University will hire two support professionals who will have primary responsibility for faculty training during ATI implementation: (1) a professional instructional designer with expertise in accessibility issues, and (2) a web support technician with good instructional skills. These staff positions will be advertised at the beginning of the 2008/2009 Academic Year, and should be fully functioning in a support capacity in the Faculty Development Center by early 2009. In conjunction with the Director of Faculty Development, these staff members will develop and implement a training/educational program for faculty that addresses all skill levels and the full range of instructional materials. Finally, the Division of Academic Affairs will continue to work with the Office for Students with Disabilities to develop and implement a training program for faculty concerning issues related to timeliness of course materials adoption and provision of services to students with disabilities.

Action Item	Brief Description	Individual(s) /Office Responsible	Timeline
Hire an Instructional Designer with ATI expertise	This staff member will be assigned to the Faculty Development Center to develop, coordinate, and implement a training and support program for faculty-related ATI issues.	Provost	Fall 2008
Hire a web-support technician with ATI expertise	This staff member will be assigned to the Faculty Development Center and the eLearning Programs and Support Center to develop a training program for faculty, specifically devoted to revision of instructional materials for ATI compliance.	Provost	Fall 2008
Develop comprehensive Training Program for Faculty	The training program will address all skill levels in the faculty community, as well as the full range of instructional materials.	Director of Faculty Development and Faculty Development Center staff (in consultation with eLPS Director/staff)	2008/2009 Academic Year

Develop a training module on OSD services and the impact of ATI on faculty practices.	Increase faculty awareness of ATI issues and the campus services related to instructional materials.	Director of Faculty Affairs/OSD Director	2008/2009 Academic Year
Implement Training Program	Training program will utilize a variety of modes of delivery, including one-on-one instructional sessions, workshops, and web-based training.	Director of Faculty Development and Faculty Development Center staff (in consultation with eLPS Director/staff).	On-going, beginning Fall 2008

Policy

The Division of Academic Affairs will continue to work with Academic Senate leadership, University Library leadership, and the manager of the campus bookstore to identify challenges to ATI implementation.

Action Item	Brief Description	Individual(s) /Office Responsible	Timeline
Meet with Campus Bookstore management to identify existing obstacles to full implementation of ATI.	Timeliness of textbook orders has been addressed; but other instructional materials still need to be addressed.	Director of Faculty Affairs/Bookstore Management	Fall 2008
Meet with University Library administration and reserve materials coordinators to identify existing obstacles to full implementation of ATI.	Timeliness of textbook orders has been addressed; but other instructional materials still need to be addressed, in particular reserve and e-reserve materials.	Director of Faculty Affairs/University Librarian	Fall 2008
Develop a plan to address any obstacles identified (above).	Plan will address the full range of instructional materials, with contingencies for late hires (etc.).	Director of Faculty Affairs/Bookstore Management	Fall 2008
Meet with Academic Senate Executive Committee to draft policies (as needed) to support full ATI implementation.		Director of Faculty Affairs/Academic Senate and Faculty Policy Committee	2008/2009 Academic Year