SAN JOSÉ STATE UNIVERSITY
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S22-3, University Policy, Accessibility in Curricular Materials

Rescinds: University Policy S08-3

Legislative History:

On February 28, 2022, the Academic Senate approved the following policy recommendation presented by Senator White for the Curriculum and Research Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

**Approved and signed by
Steve Perez, Interim President,
San José State University
on March 7, 2022.**

University Policy:
Accessibility in Curricular Materials

WHEREAS: Equitable education requires equal accessibility to all curricular materials, and

WHEREAS: Ensuring accessibility should be the responsibility of all divisions at SJSU and not limited to the Accessible Education Center, the Center for Faculty Development, SJSU Information Technology, and Procurement, and

WHEREAS: The California State University Board of Trustees [Policy on Disability Support and Accommodations](#) requires all CSU campuses to create and implement plans to promote faculty and administrative practices that will assure timely access to curricular materials for all students, and states that "Each campus and the Chancellor's Office shall provide funding, resources, and training to members of its campus community to ensure compliance with this executive order. CSU campuses and the Chancellor's Office may consult with Systemwide Professional Development in the Human Resources Division of the Chancellor's Office for

assistance in locating available resources and tools that will meet campus-specific needs," and

WHEREAS: Incorporation of accessibility is an ongoing process that requires faculty and staff time, resources, and training, and faculty need support in adapting course materials to meet accessibility standards;

WHEREAS: Departments through course coordinators and curriculum committees should ensure that all courses meet federal mandated accessibility standards;

WHEREAS: An implementation memo will be provided to all faculty by the Provost or designee; therefore, be it

RESOLVED: That S08-3 be rescinded effective immediately and the new policy described herein be approved; and, be it further

RESOLVED: The faculty, being responsible for distributing curricular materials (including but not limited to course textbooks, syllabi, handouts, electronic materials, learning management systems, etc.) for their classes, shall ensure—in concert with the university—the distribution of accessible versions of all curricular material; and, be it further

RESOLVED: Accessible materials shall be made available to all students regardless of disability status; and, be it further

RESOLVED: That the university shall ensure that faculty have access to the appropriate resources to convert or create accessible materials.

RESOLVED: That faculty shall ensure the conversion of any materials that are not accessible to an accessible format with the help provided from the Accessible Education Center, Affordable Learning Solutions, and eCAMPUS; and, be it further

RESOLVED: That if materials cannot be made accessible due to technology limitations then an equally effective alternative must be created or provided; and, be it further

RESOLVED: That those involved in course instruction (e.g. faculty, staff, GTAs, ISAs) shall be informed regularly of available resources for developing accessible course materials or equally effective alternative; and, be it further

RESOLVED: That those involved in course instruction (e.g. faculty, staff, GTAs, ISAs) shall undergo accessibility training appropriate to their duties on a regular basis as implemented by the Office of the Provost; and, be it further

RESOLVED: That the appropriate Vice President(s) shall conduct a baseline assessment to determine compliance with federally mandated accessibility requirements for

courses and designate the necessary resources to bring the campus into full compliance; and, be it further

RESOLVED: That an assessment be submitted by each department, as part of the normal program planning process, evaluating the extent to which its existing courses meet federally mandated accessibility criteria and faculty and staff have received appropriate training; and

RESOLVED: The Senate urges the Provost to submit a written report to the Academic Senate yearly with a summary of the total number of curricular accessibility claims filed under the "Accessibility Concerns Form" and how those claims were accommodated.

Rationale: Each CSU campus is required to develop a method to incorporate accessibility as a required component in the curriculum review and approval process. University Policy S08-3 established timelines that have since expired and the policy needed to be updated significantly with additional details on accessibility. The development and/or conversion of curricular materials to accessible format is an important aspect of the SJSU mission to provide quality education for all students. In order to assure timely conversion of materials, it is imperative that appropriate resources be devoted to this task. Curriculum and Research (C&R) has obtained information from various parties across campus on how to update the policy appropriately. An inherent problem in ensuring accessibility is the cost associated with accessibility and C&R was unable to put an accurate estimate on this cost.

Approved: 2/21/22

Vote: 11-0-0

Present: Richard Mocarski (seat A), Thalia Anagnos (seat B), Marc d'Alarcao (seat C), Gigi Smith (seat D), Faranak Memarzade (seat E), Cara Maffini (seat F), Wei-Chien Lee (seat H), Sharmin Khan (seat I), Brandon White (seat J,chair), Marie Haverfield (seat K), Chloe Cramer (seat L)

Absent: Katy Kao (seat G)

Guests: None

Relevant documents available online:

EO-1111: calstate.policystat.com/policy/6590867/latest

SJSU University Policy F07-3 (www.sjsu.edu/senate/docs/F07-3.pdf) outlines procedures for the timely adoption of textbooks, course readers and library reserves.

www.sjsu.edu/accessibility

Financial Impact: The magnitude of the financial impact will depend upon the needs assessment, but we expect that it will be substantial.

Workload Impact: We anticipate increases in workload for:
- departments that are undergoing program planning to review accessibility of all department curriculum
- faculty involved in converting and/or creating new accessible course materials or finding equally effective alternatives. Further, if a curricular material cannot be converted to an accessible format due to technology limitations, it places an additional burden on faculty to identify and incorporate new materials into a course.
- campus staff to work with faculty to create accessible materials. In order to assure timely conversion of materials (e.g., inability to convert due to technology limitations), it is imperative that faculty provide sufficient time to connect with support resources.
- university to conduct a needs based assessment to determine the actual cost of implementing accessibility campus wide.