

## Procedure 2035: Accessible Course Design and Instruction

### Summary of Key Changes

The Procedure has been updated as follows:

- New procedure on accessibility in faculty instruction and course materials
- Procedure is needed for compliance purposes;
- This procedure was created by the ADA-504 Steering Committee's Policy and Procedure subcommittee;

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## PROCEDURE DRAFT

### Accessible Course Design and Instruction

Procedure Administrator: Provost

Authority: Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101- 12213; Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.; The New Jersey Law Against Discrimination

Effective Date:

Index Cross-References: Policy I-67 Disability, Accessibility, and Reasonable Accommodations; Procedure 6950 Disability, Accessibility, and Accommodation

Procedure File Number: 2035

Approved By: Dr. Harvey Kesselman, President

#### I. Purpose

The New Jersey Law Against Discrimination governs the obligations of postsecondary institutions such as Stockton University regarding the accessibility of learning materials and instruction.

This procedure outlines the responsibility of Stockton faculty and other employees to:

1. Abide by a common minimal standard for accessibility in instructional design, teaching, and the provision of course materials.
2. Recognize that the Stockton-supported learning management system aims to provide:
  - course instruction that supports inclusive student success
  - protection of student identity and information
  - accessible course materials
3. Address Americans with Disabilities Act accessibility requirements related to course materials

#### II. Definitions

Accessibility - The opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a student without disabilities with substantially equivalent ease of use.

Accessible & Inclusive Course Planning: The provision of accessible course materials readily usable by individuals with disabilities which promotes inclusive student success with consideration of the needs of diverse student populations.

Accessible & Inclusive Course Teaching/Instruction: Teaching and delivering a

course to students based on teaching practices and methods derived from empirical evidence, which is designed to improve learning outcomes for all students including students with disabilities and diverse student populations.

Course Materials: Informational resources used in a course to promote learning. Course materials include but are not limited to documents (syllabus, handouts, assignment guidelines), educational materials (textbooks, software), multimedia (videos, blogs), written information and other physical or electronic materials.

Course Design: The systematic manner, based on appropriate best practices, a course (or other learning experience including but not limited to service learning, internships, independent studies) is delivered.

Learning Management System (LMS): Technology used to design, implement, and assess learning by allowing an instructor to develop and provide course content, monitor participation in course activities, and assess each student's course performance.

LMS Accessibility Tool- Accessibility tool that integrates with an LMS by offering functions that benefit students, faculty, and the Institution by:

- automatically providing students with course materials in alternative, accessible formats that improve usability of course materials for all students;
- checking course materials for compliance with accessibility standards and providing guidance on improving identified accessibility issues;
- providing the University with metrics related to accessibility

Stockton will provide faculty access to the LMS accessibility tool.

### III. Stockton-Supported Learning Management System (LMS)

- A. The Stockton-supported LMS is the learning management system provided to faculty, students, staff, and administrators.
- B. The University ensures that the LMS includes tool(s) that support and facilitate effective teaching, learning, and accessibility.
- C. The University does not ensure that any other learning management system used for teaching and learning is ADA compliant for teaching, learning, and inclusive student success purposes.
  - a. *If a course requires use of an alternate or additional LMS the faculty member is responsible for ensuring the LMS is fully accessible and verified and noted by ITS as meeting appropriate privacy standards.*
  - b. *All courses (online, hybrid, and face to face) will provide students with the syllabus and student tutorials for the LMS by the first day of classes. The LMS is the recommended tool for providing this information. If an alternate LMS is used, the link for that LMS should be provided in the University's LMS*
  - c. Faculty needing assistance with access to or the use of the LMS technology shall contact ITS for assistance. Faculty needing assistance with the organization of course materials or other pedagogical issues shall contact the CTLD for assistance. Students may have specific individual

accommodations or modifications from LAP which warrant additional discussion regarding technology.

#### IV. Accessible Course Materials

A. All required instructional or course materials including but not limited to handouts, textbooks, syllabi, assignments, assessments, tests/exams/quizzes, software, webpages, and other materials are required to be accessible.

- Course materials posted on the LMS will be evaluated for compliance with accessibility standards using the LMS Accessibility Tool. Materials flagged as noncompliant will be accessible prior to student use. Responsibility for providing accessible course materials ultimately belongs to the course faculty. Faculty may take advantage of training and available resources at Stockton to assist in the process. Available resources include the Center for Teaching & Learning Design (CTLD), Information Technology Systems (ITS), Learning Access Program (LAP). Additional information on available resources is provided below (VI-VIII)
- Materials created using Microsoft Word, PowerPoint, Adobe, and other software products should be created using the accessibility checker built into the product. Additional guidance using accessibility checkers is available from product vendors and CTLD.

B. Stockton Home Page and Internal Web Pages

- University Relations and Marketing oversees digital content accessibility standards on Stockton.edu.
- Content managers for internal web pages used by schools, divisions, and offices are responsible for managing the digital content accessibility.
  - The University's Content Management System (CMS) has accessibility features that are configured and used in CMS implementation. An accessibility scan is available to content managers before they publish webpages and a web team manually monitors pages on publish/save.
  - University Relations and Marketing trains content managers on the CMS, offers CMS user group sessions where best practices are shared, and offers a CMS support site for content managers to learn best web editing practices.

C. External Web Sites

- a. Links to external websites (or specific web pages within a website) provided for student use in course learning activities must be accessible and conform with W3C Web Content Accessibility Guidelines (WCAG) 2.0.

D. Video Accessibility

- a. Video materials or recorded lessons used for course learning must offer closed captioning and as needed audio description.
- b. Individuals creating video recordings for use in a course can utilize automatic captioning options available in Zoom, YouTube and other

products. Automatic captions should be edited as needed by faculty or a designee to provide appropriate accessible content.

E. Tool Integration

- a. Prior to adding tools (plug-ins) to the LMS, ITS will verify that tools are available and CTLD will determine if the tools meet accessibility requirements. Faculty using third party tools for course instruction are responsible to ensure the tool is accessible in consultation with ITS and CTLD, or provide an alternate and equal experience is available to students with disabilities.

V. Fully Online Courses must meet accessibility requirements. Face-to-Face and Hybrid courses may have components that are accessible external to the LMS.

VI. Technical Support

- A. Information Technology Services (ITS) provides the technical support and training services necessary to promote and achieve effective use of the institution's information, instructional delivery, and communication systems.
- B. ITS will assist faculty, instructors, and students by providing technical support for the University's learning management system.
- C. For assistance with the University learning management system, contact the IT Help Desk by phone.

VII. Center for Teaching and Learning Design (CTLTD)

- A. The Center for Teaching and Learning Design (CTLTD) offers expertise in course design and the use of digital resources to promote inclusive student success.
- B. The CTLD website provides a downloadable sample syllabus (Word) that is accessible and aligned with best practices in syllabus design. The sample syllabus is easily adapted and customized to individual faculty and course needs.
  - The CTLD also will manage a repository for syllabi.
- C. Contact the CTLD with questions concerning course design and the use of digital resources.

Review History:

	Date
Procedure Administrator	6/28/2022
Divisional Executive	
General Counsel	
Cabinet	
President	