

1 **SAN JOSE STATE UNIVERSITY**
2 **Academic Senate**
3 **Curriculum and Research Committee**
4 **February 28, 2022**
5 **Final Reading**

AS 1791

6 **POLICY RECOMMENDATION**
7 **Accessibility in Curricular Materials**

8 Rescinds: S08-3

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

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

13 WHEREAS: The California State University Board of Trustees [Policy on Disability Support](#)
14 [and Accommodations](#) requires all CSU campuses to create and implement plans
15 to promote faculty and administrative practices that will assure timely access to
16 curricular materials for all students, and states that “Each campus and the
17 Chancellor’s Office shall provide funding, resources, and training to members of
18 its campus community to ensure compliance with this executive order. CSU
19 campuses and the Chancellor’s Office may consult with Systemwide Professional
20 Development in the Human Resources Division of the Chancellor’s Office for
21 assistance in locating available resources and tools that will meet campus-
22 specific needs,” and

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

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

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

30 RESOLVED: That S08-3 be rescinded effective immediately and the new policy described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

32 RESOLVED: The faculty, being responsible for selecting curricular materials (including but not
33 limited to course textbooks, syllabi, handouts, electronic materials, learning
34 management systems, etc.) for their classes, shall ensure selection of accessible
35 versions of all curricular material; and, be it further

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

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

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

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

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

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

51 RESOLVED: That the appropriate Vice President(s) shall conduct a baseline assessment to
52 determine compliance with federally mandated accessibility requirements for
53 courses and designate the necessary resources to bring the campus into full
54 compliance; and, be it further

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

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

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72 Approved: 2/21/22

73 Vote: 11-0-0

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

78 Absent: Katy Kao (seat G)

79 Guests: None

80 Relevant documents available online:

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

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

84 www.sjsu.edu/accessibility

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

87 Workload Impact: We anticipate increases in workload for:

88 ● departments that are undergoing program planning to review accessibility of all
89 department curriculum

90 ● faculty involved in converting and/or creating new accessible course materials or finding
91 equally effective alternatives. Further, if a curricular material cannot be converted to an
92 accessible format due to technology limitations, it places an additional burden on faculty
93 to identify and incorporate new materials into a course.

94 ● campus staff to work with faculty to create accessible materials. In order to assure timely
95 conversion of materials (e.g., inability to convert due to technology limitations), it is
96 imperative that faculty provide sufficient time to connect with support resources.

97 ● university to conduct a needs based assessment to determine the actual cost of
98 implementing accessibility campus wide.

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