

From: Susan Andrien

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Cc: Bobby Bradford; Alisa Klinger; David Snyder; Faye Mueller; Jim Arnold; Marshall Northcott; Nick Chang; Steve Dodson; Susan Andrien

Subject: ADA compliance for DE courses

Dear Online Course Instructors,

As you know, web-based courses fall under the Americans with Disabilities Act (ADA) mandate that all classes must be taught through means that are accessible to all students, including those who have disabilities. The statute is clear that the college is responsible for ensuring ADA compliance for all of the courses it offers: that is, a student who is visually- or hearing-impaired, or who has limitations in mobility, must be able to access all materials for the course in a format they can access. Under the law, colleges are not permitted to wait until a student with a disability enrolls in a class to make accommodations in a given course. All courses must be accessible at all times. This will be an issue in upcoming WASC visits.

Our Alternative Media Specialist, Bobby Bradford, will be available at the end of this semester and over the summer to help you make your course compliant with legal accessibility requirements. There are three ways in which you can access his help:

1) First, you can contact Bobby (bobby.bradford@marin.edu<<mailto:bobby.bradford@marin.edu>>) and arrange to go through the course materials with him. He can provide guidance in making your course compliant and hands-on training so that you can ensure that materials you add in the future will also meet ADA requirements.

2) Second, you may wish to address the compliance issues on your own. I have attached a rubric listing criteria for excellence in DE courses. Items #16 and #26 outline the criteria for ADA compliance. The columns move from "exemplary" on the left to "not compliant" descriptors on the right. After you complete the process of converting your course materials, you can contact Bobby and lead him through the changes you have made. He can then assess whether the course is ADA compliant.

3) Third, Bobby can review your course independently and work with you to make the course compliant. Bear in mind that his only concern will be to review your course for ADA access issues; he is not looking at your content. For example, if a graph (or any graphic material) that is not accessible to a visually-impaired student might need the addition of clear descriptive text." In a case where content is presented in auditory form, he may add text so that a hearing-impaired student can access the content. Faculty who have not completed steps 1 or 2 by August 10 will have their courses reviewed by Bobby independently. He will then inform you of what the compliance problems are and work with you to resolve them.

As we go forward, Bobby has offered to hold flex workshops on ADA compliance for online courses. We strongly urge you to learn more about how to make your courses compliant because, as you add materials to your courses, you will know how to address these issues.

Thanks for your cooperation as we move closer to compliance with ADA, the purpose of which is to protect students' right to accessible education. Many faculty who have made these changes have found that they

enhance the ability of all students to learn effectively in their courses, since even students who do not have disabilities often have strong preferences for auditory, visual, or other learning modes.

Best,

Susan Andrien