

Instructional Materials Accessibility Plan (IMAP)

The following plan, developed by a committee of The California Maritime Academy faculty senate during spring semester 2007, contains elements that parallel those called for in memorandum AA-2007-04 from G.W. Reichard.

Effective communication of instructional materials for all students is the principal goal. Students with disabilities may require specific accommodation as jointly selected by Cal Maritime and the students to attain that goal.

1. **Timely adoption of textbooks by faculty.** Faculty, alone or as a group, bear the responsibility for text book selection. This role will be maintained by the IMAP.

Milestones/dates:

*Faculty senate to develop a program for timely adoption of text books by all faculty – fall semester 2007.

2. **A process for identification of textbooks by late-hire faculty.** Late hire faculty are the responsibility of individual department heads. They will coordinate text book selection as required.

Milestones/dates:

*Courses for spring term 2008 with late hire faculty will be identified and appropriate text book accessibility assured – December 1, 2007.

3. **A process for early identification of students with disabilities.** Because of special requirements of the United States Coast Guard and the Federal Maritime Administration, Cal Maritime's newly admitted students have early screening requirements upon selection to degree programs. The Student Health/Wellness Center will notify the Academic Dean whenever there is a student in need of accessible instructional materials. The Academic Dean will notify the faculty of the student's disability. Faculty will in-turn work with purchasers of instructional materials (e.g. Bookstore, Information Technology Department, Library) to ensure that the proper materials are procured on a timely basis.

Milestones/dates:

*Screen newly admitted students – Currently in place

*Health/Wellness Center notifies Academic Dean – December 1, 2007.

*Academic Dean notifies faculty – December 1, 2007.

*Faculty will in turn work with purchasers of instructional materials – January 1, 2008.

4. **A strategy to increase use of the campus learning management system.** The campus learning management system is undergoing an upgrade for fall semester 2007. Both former users and potential new users will need instruction in use of

the upgraded system.

Milestones/dates:

*Past users of the learning management system will be given individual and group assistance as needed in using the upgraded system – August and September 2007.

*New users will be solicited and given instruction in preparation for spring semester 2008 – fall semester 2007.

5. **A process to incorporate accessibility in digital or multimedia materials purchased.** The purchaser (e.g. Bookstore, Information Technology Department, Library) of digital or multimedia instructional materials will be thorough in their selection of a vendor that will provide the products they need in the accessibility formats required. Materials will be identified and purchased in the most timely way possible to meet the accessibility need with little to no lost time by the person with a disability. If products do not exist, then the Procurement Office will have a list of vendors that can modify existing materials to meet the accessibility needs. Modification will occur with little to no lost time by the person with disability.

Milestones/dates:

*Accessibility requirements incorporated into vendor agreements – December 1, 2007.

*Procurement Office creates a list of vendors that can modify existing materials – December 1, 2007.

6. **To incorporate accessibility as a component of curriculum review.** The existing curriculum committee, a body within the faculty senate, has responsibility for approving courses. It is the natural body to review instructional accessibility.

Milestones/dates:

*A component will be added to the course approval process by the curriculum committee to assure accessibility of course instructional materials – fall semester 2007.

7. **A plan to assist faculty in the creation of accessible course content.** Considerable effort has been expended by a committee of the faculty senate to understand relevant issues of instructional materials accessibility. It is evident that a small institution, such as CMA, must rely on materials and procedures developed elsewhere. External accessibility capabilities include those developed by Microsoft Word, Adobe Acrobat, text book publishers and other CSU schools.

Milestones/dates:

*Accessibility issues studied to date will be summarized and ranked in order of impact and importance; methods and procedures to address each of these will be selected – October 1, 2007.

*Item 8 below indicates how principal accessibility issues will be communicated to the CMA community.

8. **A communication process and training plan to educate students, staff and faculty about IMAP (Instructional Materials Accessibility Plan).** The start of a new academic year provides an important setting for incorporation of new procedures. Institutional capabilities will be developed progressively throughout the next academic year.

Milestones/dates:

*CMA faculty and staff introduced to concepts and requirements of Instructional Materials Accessibility. CMA draft plan presented along with time-line and personnel who will assist incorporating accessibility into instruction and instructional materials – at CMA convocation the week of August 27, 2007.

* Sample course materials illustrating accessibility functionality provided to CMA community – October 15, 2007.

*Select spring 2008 courses identified for implementation of IMAP, faculty assisted in preparation of course materials – November 1, 2007.

9. **An evaluation process to measure the effectiveness of this plan.** Annually, a survey will be administered and analyzed by the Academic Dean's Office. The survey will address all aspects of the Instructional Materials Accessibility Plan. The survey will be given to those with disabilities, the faculty, the curriculum committee, purchasers of digital or multimedia instructional materials, and any other parties involved. Upon analysis of the results of the survey, measures will be taken to ensure that any and all problems are corrected.

Milestones/dates:

*Develop annual survey – December 1, 2007.