

### **Faculty Resources for Online Accessibility Compliance**

1. Accessibility Compliance Team:
  - a. Established in late 2011 to look at campus compliance with ADAAA
  - b. Headed by Dr. Kathy Austin.
  - c. Comprised of faculty, staff, and IT specialists
  - d. Website contains many resources for making online content accessible
  - e. Website: [www.ttu.edu/accessibility](http://www.ttu.edu/accessibility)
2. TLPDC:
  - a. Have staff that teach courses on making content accessible
  - b. Can help faculty design a course that is accessible from the start
3. Student Disability Services:
  - a. Can assist with helping get materials converted in a timely manner
  - b. Can provide assistance with determining possible options and solutions for issues with online and distance students.

### **ADA Accessibility Requirements for Online Content**

**Requirement:** Content must be accessible to all individuals with disabilities who are eligible students in the program. As of March 15, 2011, all online content used for instructional purposes must be in an accessible format in order for students with disabilities to have full access to the materials.

1. **Video Content:**
  - a. Must be either captioned or accompanied by a written transcript
  - b. If elements within the video are essential, then it must be captioned.
  - c. Includes movies, recorded lectures, or clips from Youtube.
2. **Audio Content:**
  - a. Must be either captioned or accompanied by a written transcript

### **Protocol for Converting Online Materials into an Accessible Format**

The following short term procedures can be utilized by faculty members needing immediate assistance for converting materials:

1. Contact the Accessibility Compliance Team (ACT) Chairman to notify them of the need to have materials converted.
2. Provide the course title, number, and section.
3. Provide the needed materials (or access to the materials) for conversion and dates needed.
4. The ACT Chairman will then arrange for the materials to be converted in the needed format (videos captioned or lectures transcribed and captioned) in conjunction with the Student Disability Services Office.
5. The Student Disability Services Office will use their current contracted agency to convert the materials in a timely manner.
6. Once converted, the ACT Chairman will then route the materials back to the faculty member for immediate use.

