

The CSM Distance Education Advisory Committee discussed the need to have each department discuss two possible needs in our Fall 2019 Resource Requests. One is a resource and one is a staff position.

## Instructional Materials

- Online Proctoring Service such as Proctorio.

## Classified Staff Positions

The position is an Instructional Accessibility Specialist, and the rationale is that this person will help all faculty make their courses more accessible. Questions/prompts to consider include:

- What are some of the ways that this position will address the equity gaps between modes of delivery?
  - Assistance with captioning to support students who are English Language Learners, have visual text learning styles or needs, or with any degree of hearing loss.
  - Support UDL Practices
    - Focus on providing students with multiple means of representation by delivering content in a variety of formats.
    - Offering learners diverse ways to express their understanding and skill development.
- What are some additional ways that this position can support students in your programs or courses?

Finally, here is a partial description of what the Instructional Accessibility Specialist job entails:

- Serves as the primary contact and reviews online course content for compliance of District, state and federal laws and guidelines and alignment with Web Content Accessibility Guidelines (WCAG) 2.0 standards and Section 508 rules.
- Designs and delivers training and course materials for individual faculty and group of faculty at the college on creating accessible instructional content in the Learning Management System
- Provides technical assistance to faculty in the creation or remediation of course materials for accessibility compliance.
- Advises and assists faculty and staff in learning management system(s) and other technology to create content that works well with assistive technology, and understands how to work inside the learning management system to create accessibility compliant course materials.