Adopted: March 13, 2007

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-654-07

RESOLUTION ON TIMELY ACCESSIBILITY TO INSTRUCTIONAL MATERIALS

WHEREAS, Cal Poly and the CSU have ongoing commitments to provide equal access to information resources to individuals with disabilities (per Cal Poly AS-187-85, AS-628-05, and CSU AS-2700-05 and January 2006 Executive Order 926); and

WHEREAS, Cal Poly and CSU policies must comply with federal and state laws; and

WHEREAS, CSU Executive order No. 926 and Coded Memo AA 2006-41 require that by June 2007 following consultation with local senates all CSU campuses create plans to support faculty and staff practices that will ensure timely access to instructional materials; and

WHEREAS, Cal Poly has a commitment to ensure all students have access to instructional materials (printed textbooks and coursepacks) in a timely manner; and

WHEREAS, All students benefit when textbooks are ordered in a timely manner; and

WHEREAS, Textbooks and course-packs are often required courseware and must be available to all students at the same time; and

WHEREAS, Conversion and processing of campus-wide requests of textbooks and course-packs to accessible formats by the Disability Resource Center takes several weeks; be it therefore

RESOLVED: Beginning July 2007, departments are required to inform El Corral Bookstore of textbook and coursepack selections for all courses requiring textbooks or course-packs at least six weeks prior to the start of the academic quarter; and be it further

RESOLVED: Documented course exceptions to the six week deadline are permissible with justification by the Department Chair; and be it further

RESOLVED: For as many courses as possible, departments will establish standing textbook selections with El Corral Bookstore; and be it further

RESOLVED: Any changes to standing textbook selections will be made at least six weeks prior to the start of the academic quarter; and be it further

RESOLVED: Departments will establish processes to monitor and remind faculty who do not have their instructional material selections placed at least six weeks prior to the start of the academic quarter (e.g., use of faculty or staff instructional material coordinators); and be it further

RESOLVED: Faculty are encouraged to choose course materials from publishers who provide accessible content; and be it further

RESOLVED: Compliance to this plan will be annually reviewed by the Provost or designee, and if satisfactory compliance is not demonstrated, the Academic Senate will revisit this issue to recommend further action.

Proposed by the Academic Senate Instruction Committee
Dated: February 20, 2007
Revised: February 27, 2007
Revised: March 13, 2007

Background

EO 926, the CSU Board of Trustees Policy on Disability Support and Accommodations states: "it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability." Coded Memorandum AA-2006-41 establishes a process for ensuring compliance with federal and state laws, and CSU policy regarding access to information technology and resources. One of the three priorities addressed in that plan includes instructional materials accessibility. Instructional materials, to the extent possible, must be accessible to students with disabilities at the same time they are available to any other student enrolled in that program. AA-2006-41 states, "By June 2007, following consultation with local senates as appropriate, each campus will create a plan to support faculty and staff practices that will ensure timely access to instructional materials. This plan will include: (1) Timely adoption of textbooks by faculty, and (2) strategy for identification of textbooks for late-hired faculty…" Timely adoption is important to allow time to work with vendors, publishers, and DRC staff to provide the necessary instructional materials.

EO 926 is available online at: http://www.calstate.edu/EO/EO-926.html

AA-2006-41 is available online at http://www.calstate.edu/acadaff/codedmemos/AA-2006-41.pdf

CAL POLY

SAN LUIS OBISPO
CA 93407

State of California

Memorandum

To: Bruno Giberti
Chair, Academic Senate

Date: July 5,2007

From: Warren 1. Baker
President

Copies: W. Durgin
D. Conn

Subject: Response to Senate Resolution AS-654-07
Resolution on Timely Accessibility to Instructional Materials

---

This memo acknowledges receipt and approval of the above-referenced resolution.

Please extend my appreciation to those who worked so diligently to make certain that Cal Poly complies with federal and state laws to ensure that our students have timely access to instructional materials and to the Academic Senate for its prompt attention in this matter.