Subject: Faculty responsibility for accessible course materials and available support services. Please retain for future reference.

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To: UCFFAC-ALL@LISTSERV.CC.UCF.EDU

Submitted by: Tony G. Waldrop, Provost and Executive Vice President
Subject: Faculty responsibility for accessible course materials and available support services. Please retain for future reference.

The University of Central Florida is committed to providing an educational experience that is equally accessible to all students. This commitment aligns with the university's goal to embrace inclusion and diversity. As more faculty members innovate to incorporate web-based media into their online and face-to-face classes, we must be diligent to ensure that accessibility remains a top priority.

Faculty members are responsible for creating accessible course content with sound pedagogical design for all students in their courses. If you have questions about materials in your course, please work with one or more of the offices below to address the matter:

*   Student Disability Services: SDS coordinates academic accommodation efforts and can provide services such as creating a transcript of a recorded lecture, Brailed materials, electronic files for textbooks, and converting text-based materials into an accessible format. SDS created a new website for faculty and staff, including sections on teaching and resources, at http://sds.sdes.ucf.edu/faculty/ . For more information, contact SDS at 407-823-2371 or sds@ucf.edu.

*   Center for Distributed Learning: CDL can assist faculty to design and develop accessible online course materials, including captioning videos from transcripts. Course design information is available at http://teach.ucf.edu/pedagogy/accessibility. Online faculty members are encouraged to work directly with their assigned instructional designer. General inquiries should be directed to 407-823-3718 or cdladminteam@ucf.edu.

*   Faculty Center for Teaching and Learning: FCTL can help faculty members create and design course materials and teaching strategies that will accommodate a wide range of differences among students.   The office offers workshops and one-on-one consultations with faculty on best practices. Contact FCTL at 407-823-3544 or ftcl@ucf.edu.

In addition to technology access, UCF's Office of Student Disability Services works with faculty on a regular basis to facilitate academic accommodations, including extended time on tests, note taking, and interpreting services. This summer, Dr. Adam Meyer was hired as the Director of Student Disability Services. He is responsible for collaborating with faculty members and other key stakeholders, such as CDL and FCTL, to enhance the accessible educational experience of all UCF students. For more information about student accommodations or accessibility within the classroom, questions should be directed to Adam Meyer by calling 407-823-4263 or by emailing Adam.Meyer@ucf.edu.

Thank you for your ongoing commitment to our students.