

**PREAMBLE:** This policy is a result of work of the Educational Equity Committee, a Standing Committee of the CSUN Faculty Senate. It requires all faculty to submit their textbook and/or instructional materials requests by a University deadline established by Academic Affairs that is to be included in the University calendar and that is not less than eight (8) weeks prior to the beginning of each semester. The purpose of timely submission of textbook and/or instructional materials requests is to allow the CSUN Center on Disabilities sufficient time to ensure accessibility for all students. **Earlier adoptions are encouraged, but not mandated by this policy.**

Issues of accessibility are at this time the responsibility of individual CSU campuses. The Educational Equity Committee of the CSUN Faculty Senate strongly urges the CSU to work with vendors and publishers to address the accessibility of materials.

### **Policy on Timely Adoption of Textbooks/Instructional Materials for Accessibility**

All print-based and other instructional materials must be accessible to students with disabilities at the same time they are available to any other student (see rationale below EO926 and AA-2007-04), and, the CSUN Center on Disabilities must have sufficient time to convert materials into the appropriate alternate format to achieve accessibility.

The purpose of this policy is to make instructional materials used by students with disabilities comply with state and federal law. To accomplish this policy of accessibility, the Educational Equity Committee of the Faculty Senate of CSUN recommends the following:

1. Departments will establish processes and procedures to comply with EO926 and AA-2007-04, that ensure that textbooks/instructional materials, including those for late-hire faculty, are requested on or before the University deadline.
2. Changes to standing textbook/instructional materials selections shall comply with departmental procedures.
3. If accessible textbooks/instructional materials are available and appropriate, faculty are encouraged to consider their adoption.
4. If possible, the bookstore will inform faculty of textbooks/instructional materials that are in compliance with ADA (the Americans with Disabilities Act) standards.

The Educational Equity Committee recommends that this policy be implemented in Fall 2007 for textbook/instructional materials orders for Spring 2008.

**RATIONALE:** EO926, 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-2007-04 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 the 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. "By June 2007, following consultation with local faculty senates as appropriate, each campus should create a plan to support faculty and staff practices that will ensure timely access to instructional materials. This plan should include:

1. A process for timely adoption of textbooks by faculty
2. A process for identification of textbooks for late-hire faculty
3. A process for early identification of students with disabilities who require instructional materials to be provided in an alternate format.

CSUN and CSU policies must comply with federal and state law."

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

AA- 2007-04 is available online at <http://www.calstate.edu/acadaff/codedmemos/AA-2007-04.pdf>