

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**  
**Revised after First Reading in Faculty Senate, October 25, 2007**

**DATE:** November 15, 2007  
**TO:** Jennifer Matos, Faculty President  
**FROM:** Educational Equity Committee  
**BY:** \_\_\_\_\_  
Executive Secretary, Jose Luis Vargas

**Name of proposed policy:** **Timely Adoption of Textbooks/Instructional Materials for Accessibility**

At its meeting on September 10, 2007, the Educational Equity Committee adopted a policy recommendation by passing the following motion:

**Proposed policy:**

EO926, the CSU Board of Trustees Policy on Disability Support and Accommodations, requires that 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). In addition, the CSUN Center on Disabilities must have sufficient time to convert materials into the appropriate alternate format to achieve accessibility. The Educational Equity Committee of the Faculty Senate of CSUN recommends the following policy:

- All faculty shall 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.

To accomplish this policy of accessibility, the Educational Equity Committee of the Faculty Senate of CSUN recommends the following procedures:

1. Departments will establish processes and procedures to comply with EO926 and A-2007-04, which will 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 for textbook/instructional materials orders for the Fall 2008 semester.

**Current policy:** None

### **Summary of Supporting Reasons:**

**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>