

# Protocol for Supporting Faculty in Creating Accessible Online Materials

Faculty Members, The Delphi Center, and the Disability Resource Center Working Together to Ensure Online Accessibility

Ensuring that online courses are accessible to students with disabilities is a legal requirement under the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act (1973). The University of Louisville is invested in making online courses accessible to students with disabilities. The [Delphi Center for Teaching and Learning](#) and the [Disability Resource Center](#) partnered to create a process that will help support University of Louisville faculty in creating online courses that are accessible.

## INITIAL STAGES

- 1) **Student** is approved for academic accommodations through the DRC. (<https://louisville.edu/disability/students/guidelines-for-students-with-disabilities>)
- 2) **Katheryn Lane, Colleen Gettys or Kathleen Donovan** from the DRC emails the student's **instructors** to inform them about accommodations the student will require.
- 3) If the student has vision loss, hearing loss, or other disability which requires accessible materials, **Katheryn, Colleen, or Kathleen** will copy **Beth Case** at the Delphi Center on the instructor's email, which states that Beth will be contacting the faculty member to assist them with accessibility of online materials. Beth is available to help all instructors, but the primary focus at this time is working with those **instructors** who have students with vision loss, hearing loss, or other disability which requires accessible materials.
- 4) **Beth** will email the **instructors**, requesting a meeting to review online content. Beth is available to meet in evenings or meet virtually, if necessary. The primary focus is providing support for online courses, but Beth can also help with online content in face-to-face courses.
- 5) During this meeting, **Beth** and the **instructor** will look at course materials together and create a plan to ensure their accessibility, continuing to communicate as often as necessary until all the accessibility goals are met.

## ADDRESSING PROBLEMS DURING THE COURSE

Sometimes, in spite of all good faith efforts, a course will have accessibility issues that are not discovered until the course has begun.

- 1) If a **student** realizes there is an accessibility issue, he/she should contact the DRC. If an **instructor** realizes there is an accessibility issue, he/she should contact **Beth Case** at the Delphi Center or **Katheryn, Colleen, or Kathleen** at the DRC.
- 2) **Beth, Katheryn, Colleen, and Kathleen** will work together to determine who is the best person to address the issue, while keeping the others informed.
- 3) **The designated person** will work with the **instructor** and/or **student** as appropriate to resolve the issue.

If you have any questions about accessibility or this process, please contact one of the individuals below.

## CONTACT INFORMATION

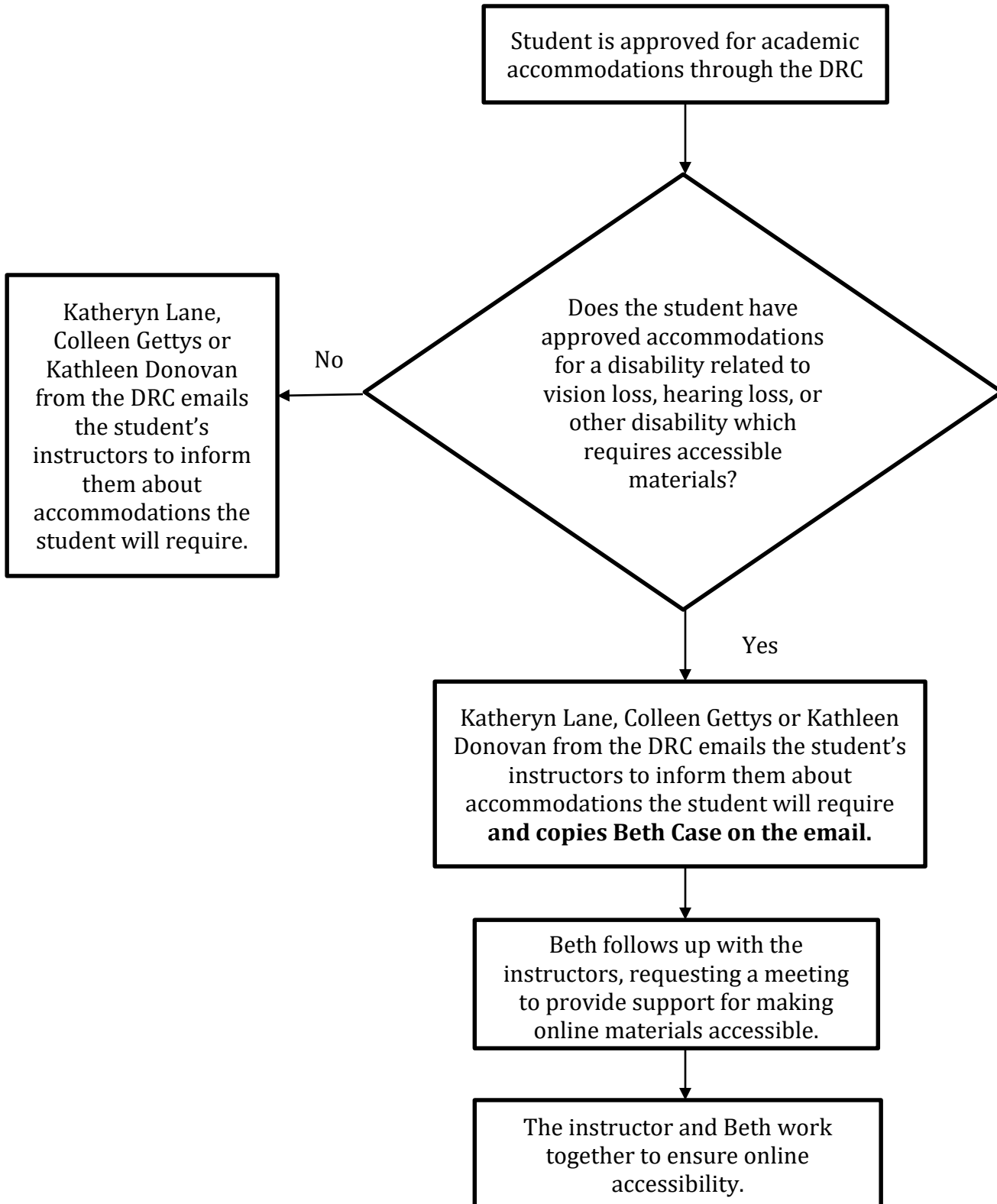
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## Initial Stages



## Addressing Problems During the Course

