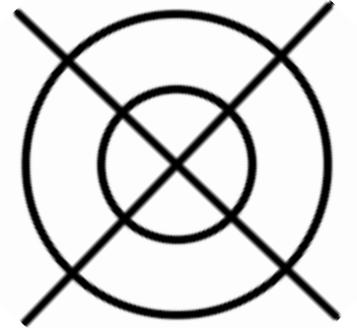

Starting Small, Gaining Big: The Accessible Syllabus Project

Pari Bhatt, Senior Instructional Designer



Session Objectives

- Tell our story of a small project and big gains
- Describe our process, pitfalls, lessons learnt
- Share insights, resources, and growth



A Tale of Two Entities

- TBR

- Tennessee Board of Regents
- Vehicle for HigherEd access
- 18 Board Members
- 46 institutions
- 95 counties
- 200,000 students



- APSU

- Austin Peay State University
- The “Govs”
- Fall 17 + Spring 18
 - 798 instructors
 - 1,782 courses
 - 5765 sections
 - 11,533 students



Once Upon a Time...

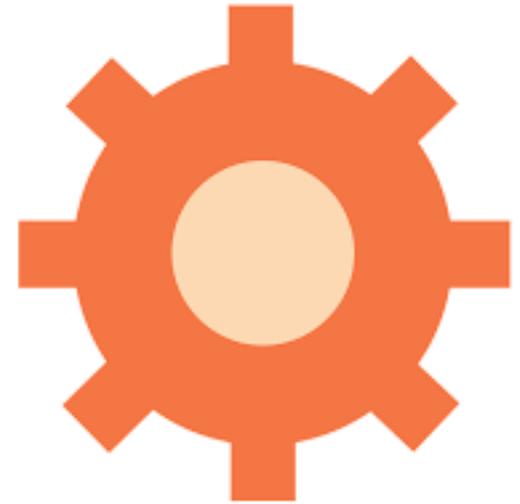
- In a galaxy far, far away
- TBR implemented a noble and firm directive
- improve accessibility in ALL courses or
- (dot dot dot ...)

• DIE



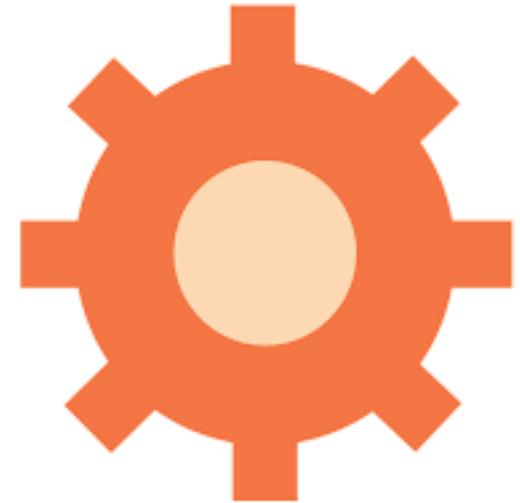
The Process @ APSU Headquarters

- 3 brave soldiers brainstormed & strategized
- Created targeted accessible syllabus training
- Trained the entire University
- Result: 100% compliance levels
- Worked happily ever after!



What Really Happened

- ✓ 3 brave soldiers brainstormed & strategized
- ✓ Created targeted accessible syllabus training
- ✗ Trained the entire University
- ✗ Result: 100% compliance levels
- ✓ Working happily enough 😊



Birthing the Training

- Distance Ed + Disability Services + Library Services
- 3 IDs brainstormed & strategized
- Razor-sharp focus
 - Syllabus only – first-touch document
 - MS Word only – ~~pdf, html, other~~
 - Paired presentations – walk & talk
 - Automatic tools – instant gratification



Our Beautiful ~~Baby~~ Training

- 8 Key Steps to...
- Accessible Syllabus!



- 3 Resources
 - Checklist
 - Template
 - Presentation

Steps to an Accessible Syllabus

1. Include Accessibility Statement in Syllabus
2. Format Fonts & Colors Appropriately
3. Format Syllabus Using Headings & Styles
4. Accessible Images with Alt-text Descriptions
5. Accessible & Meaningful Links
6. Accessible Tables with Alt-text & Header Row
7. Audit Your Syllabus with Built-in Tools
8. Save & Share as Accessible PDF

Activity – Self Evaluation

- Accessible Syllabus Checklist

- ✓ I have this correct already, winning! 😊

- × I have this wrong for sure, busted! 😞

- ? I don't know, help! 😐



Sharing Our Beautiful Training

- Multiple sessions/week
- 1 hour classroom training
- Step-by-step thru sample syllabus
- 3 take-home instructor resources
 - Accessible Syllabus Checklist
 - Accessible Syllabus Template
 - Accessible Syllabus PowerPoint



Challenges



Strategies

- Multiple sessions/week
- Low awareness
- Low attendance
- (In)Tangible takeaway
- Double training
- Remote/adjuncts left out

- Chairs/Deans involved by DE, ODS, & Library
- Go where they are – depts.
- BYOS - tangible takeaway in one session
- [Online Training Series](#) & Certificate of Completion



Pre Training Survey @ ADA

1. Current understanding of ADA

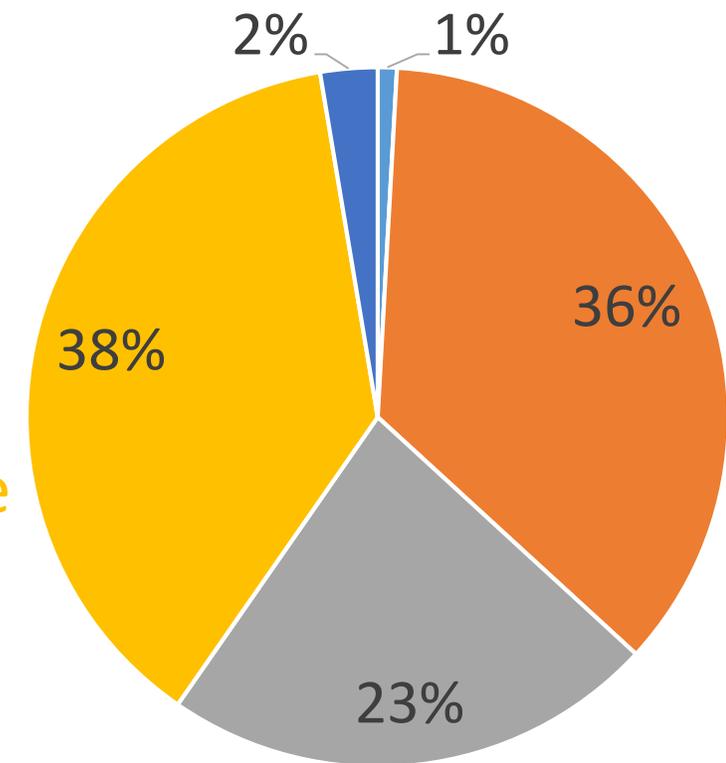
a) Never heard of ADA 😞

b) Aware of ADA / don't know what's required

c) Aware of requirements / not implementation

d) Aware of requirements and implemented some

e) I am an ADA/UDL superstar! 😊



Pre Training Survey @ ADA

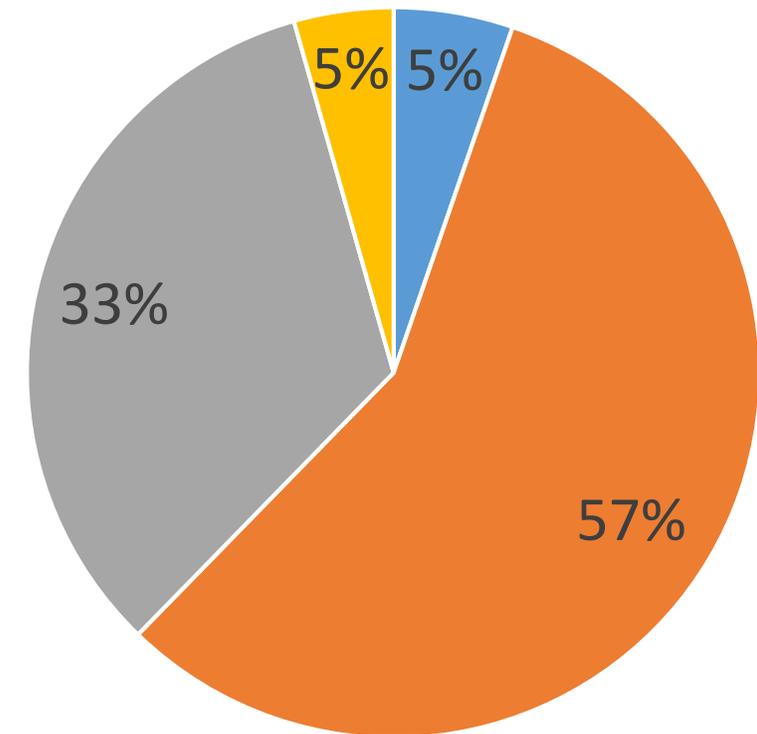
2. Comfort level with making revisions based on ADA

a) Not comfortable 😞

b) Willing to revise if I knew *what* to revise

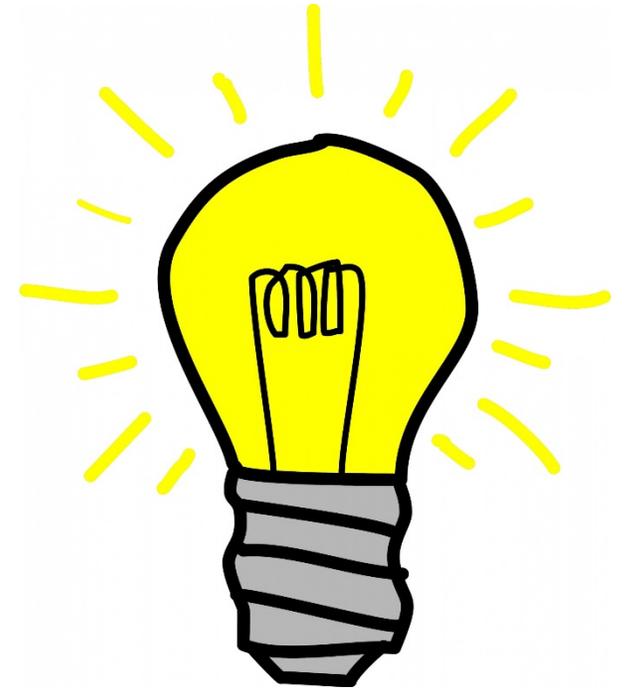
c) Already revised some things based on ADA

d) Developed an accessible course proactively 😊



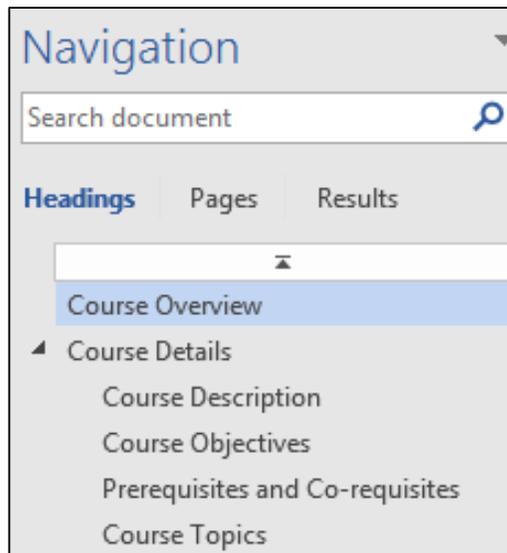
Key Training Strategies

- Start small & easy
- Build empathy
- Leverage automatic tools
 - Navigation Pane / Accessibility Checker
- Capitalize instant gratification
- Fix a sample inaccessible syllabus
- Stick around for help

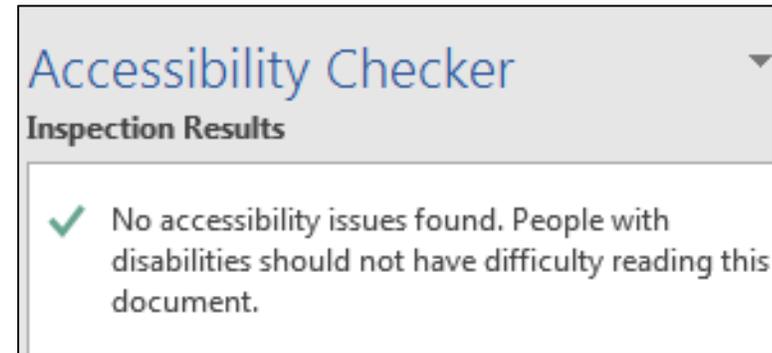


Top Errors

- No Headings
 - Navigation Pane



- Extra Spaces
 - Accessibility Checker



Activity – Leveraging Tools in Word

- Navigation Pane

- *View > Navigation Pane > Ensure Check*
- Verify document structure
- Create headings and subheadings (toc)

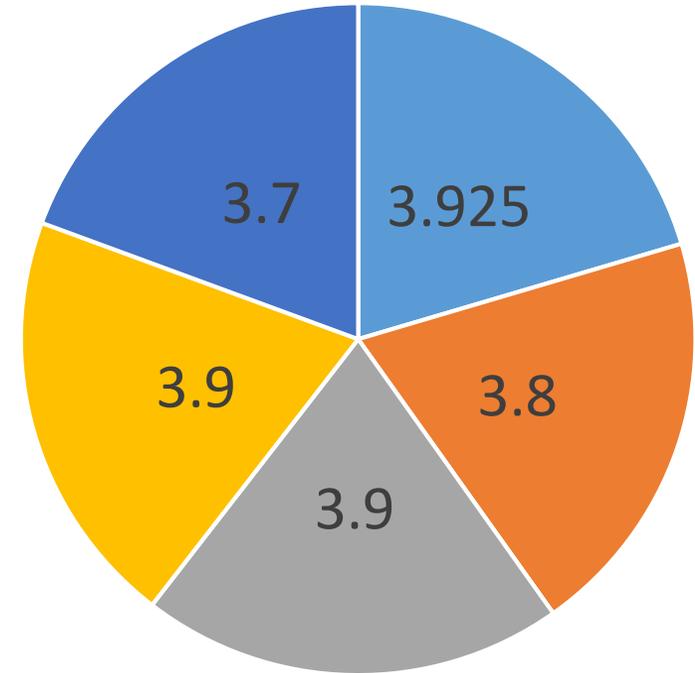
- Accessibility Checker

- *File > Info > Check for Issues > Check Accessibility*
- Check document accessibility
- Lists errors, warnings, tips and “how to fix” guides



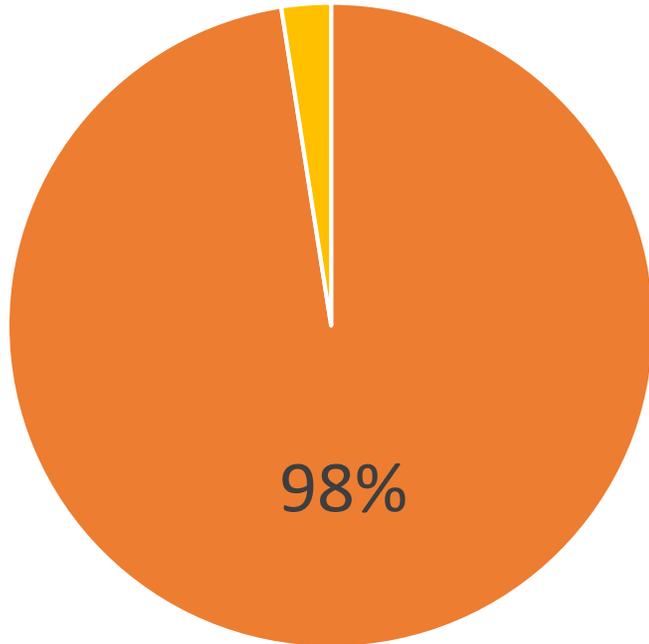
Post Training Feedback

1. Mastery of subject (3.925)
2. Ability to communicate (3.8)
3. Attitude towards subject (3.9)
4. Overall performance (3.9)
5. Overall learning experience (3.7)

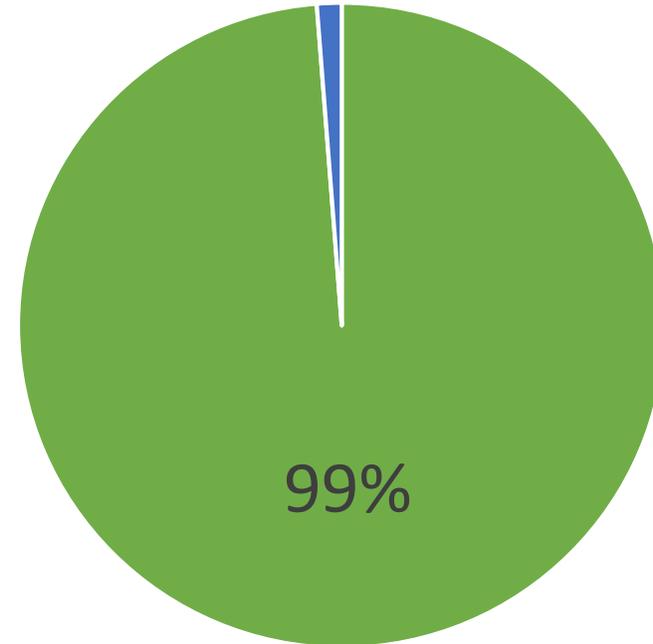


Post Training Feedback

- Met Your Expectations?



- Recommend to Peers?



Post Training Feedback

- *Very **helpful**. Using actual inaccessible examples to 'fix' problems **invaluable**.*
- *Would be nice if a student explain to faculty their **likes/dislikes** and examples of **issues for students**.*
- ***Specific** and included **vivid details** to illustrate points.*
- *Look up **LATEX** accessibility issues.*
- *I feel **confident** that I can now make the required changes.*



Compliance Levels - Overall

Fall 2016

- 193 faculty trained
- 1624 syllabi reviewed
- 600 fully accessible

37%

Spring 2017

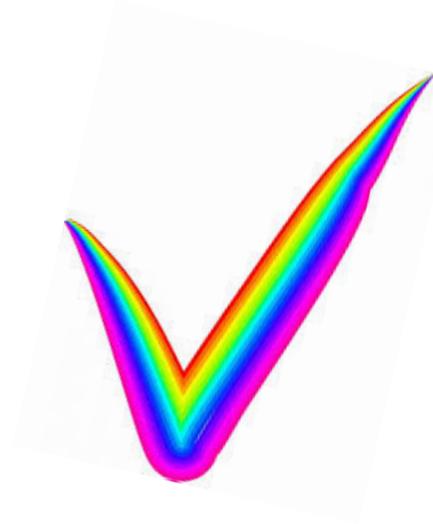
- 272 faculty trained
- 1525 syllabi reviewed
- 1157 fully accessible

76%



Compliance Levels – Department/Programs

- Spring 2017
 - 10 @ 100%
 - 9 @ 85-99%
 - 9 @ 50-84%
 - 5 < 50%

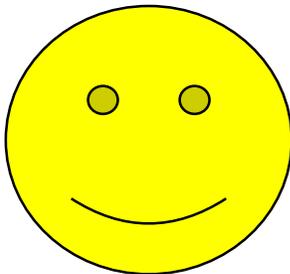


What's Next?

- Continue mobile training
- Focus on <50% departments/programs
- Add more formats / systems
- Identify & train for [the-next-small-thing!](#)



Thank you – Remember, start small, gain big!



- [Accessible Syllabus Training](#)
 - www.apsu.edu/online/accessible-syllabus
- Pari Bhatt
 - bhattp@apsu.edu

