



Office of the Provost and Vice President
for Academic Affairs

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Submitted for: Dr. A. Dale Whittaker, Provost and Vice President for Academic Affairs
Subject: Resources to Support Faculty in Creating Accessible Course Materials

One of President Hitt's five goals for the University of Central Florida is to be more inclusive and diverse. This goal is particularly critical in our classrooms, where faculty members every semester encounter students with a wide range of backgrounds and learning needs. As Provost, I am committed to and in support of the work taking place at our university to address these concerns and create successful learning environments for all students. While I encourage the creative use of technology in the teaching process, our courses must be accessible and usable to our entire student body. Our commitment to accessibility allows UCF, at a minimum, to fulfill federal compliance requirements, but most importantly, it allows us to incorporate approaches in course design to benefit all students.

If you have questions about how to make your course usable for all learners, please work with one or more of the offices below:

- Center for Distributed Learning (CDL): CDL can assist faculty in designing and developing 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 designers. General inquiries should be directed to 407-823-3718 or cldladminteam@ucf.edu.
- Faculty Center for Teaching and Learning: The Faculty Center 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 the Faculty Center at 407-823-3544 or ftcl@ucf.edu.
- Student Disability Services (SDS): SDS facilitates academic accommodation efforts and is available as a resource to you when courses need to be accessible for students with disabilities. SDS can provide services such as creating a transcript of a recorded lecture, converting materials to Braille, and creating electronic or accessible files for textbooks and other text-based materials. SDS can also coordinate with various contacts to create captioned videos when a student with a hearing impairment is enrolled in your class. For more information, contact SDS at 407-823-2371 or sds@ucf.edu.

In addition to technology access, UCF's SDS regularly works with faculty to facilitate academic accommodations, including extended time on tests, provision of various technology resources for exams, note taking, and interpreting services.

Thank you for your ongoing commitment to accessibility and to excellence in instruction at our university.

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