Date: August 31, 2015
To: UCF Faculty and Staff
From: A. Dale Whittaker, Provost and Executive Vice President
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 encounter students with a wide range of backgrounds and learning needs each semester.

Because of my commitment to creating an inclusive environment for our students, I encourage our faculty to learn about the resources UCF provides to help us advance this goal.

While it is essential to continue to incorporate technology into the teaching process, our courses must be accessible and usable to everyone. A commitment to accessibility allows UCF, at minimum, to fulfill federal compliance requirements and, ideally, to incorporate approaches to course design that benefit all students.

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

- Student Accessibility Services: SAS (formerly Student Disability Services) facilitates academic accommodation efforts and is available as a resource for faculty when courses need to be accessible for students with disabilities. SAS 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. In addition to technology access, SAS works with faculty on a regular basis to address barriers in a course, including extended time on tests, provision of various technology resources for exams, access to course notes through note-takers and different technology options, and interpreting and captioning services to name a few. For more information, contact SAS at 407-823-2371 or sas@ucf.edu.

- Center for Distributed Learning: CDL assists faculty in designing and developing accessible online course materials, including captioning videos from transcripts. Course design information is available at http://online.ucf.edu/accessibility. Online faculty members are encouraged to work directly with their assigned instructional designers, which can be found at http://online.ucf.edu/teach-online/resources/instructional-designer-assignments/ . General inquiries should be directed to 407-823-4910 or cdl@ucf.edu.

- Faculty Center for Teaching and Learning: The Faculty Center can help faculty members create and design course materials and teaching strategies that 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 fctl@ucf.edu.

I wish each of you the very best during this new semester. Thank you for your ongoing commitment to accessibility and to excellence in instruction and serving our students.