**Institutional Support and Resources for Online Accessibility: Action Steps for Your Institution**

Use this planning sheet to guide further discussions around online learning and accessibility at your institution. This planning sheet is for you to take with you as you prepare what steps are needed to increase collaboration between your disability staff and your faculty development staff, while also increasing awareness of the online accessibility needs of your institution.

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| **Action item** | **Persons responsible**  **(name and department that they are associated with)** | **Additional resources needed** |
| Identify key players who should be involved in a conversation around online learning and accessibility. |  |  |
| What are the areas within the group that seem to be the most pressing? (limited to 5)? | 1.  2.  3.  4.  5. |  |
| Identify how many courses are offered online in one academic year (hybrid/ online). |  |  |
| Identify what platforms your institution uses to host online courses. |  |  |
| What professional development programs around online learning already exist? Who runs them? |  |  |
| What procedures and policies might this group need to develop around online learning? |  |  |
| Who are the key stakeholders at your institution that you will need to engage in a conversation about collaboration to respond to online accessibility needs? |  |  |
| Draft out an agenda for an initial meeting. List who is responsible for what part of the meeting.  A sample of an agenda is:   1. Introductions 2. Description of online learning and accessibility 3. What students might be negatively impacted? 4. Campus resources for faculty developing online courses 5. What needs to be done to ensure accessibility? 6. Next steps 7. Next meeting date |  |  |