# **Agenda**

1. An overview of how we support Instructors
2. What does your course entail?

-Going over the Syllabi

-Learning objectives

-How is your class formatted (Lectures, labs, discussion, etc.)?

-Course components

* Exams
* Homework (how is this submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* In-class/required films
* Presentations
* Off-site visit/trip
* Software
* Website/LMS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Materials

| **Kinds of Course Materials** | **Turnaround time for Conversion** |
| --- | --- |
| Textbooks | 3.5- 4.5 months in advance (depending on content) |
| Readings (articles, Trunk, scans) | 3-4 weeks (depending on length/content) |
| Lecture Slides | 1-2 weeks |
| Exams/quizzes | 1 week minimum, preferably before (Braille) |
| Image descriptions for short videos (2-5 minutes) | 3-4 weeks (depending on length and content) |
| Required Software | 3.5- 4.5 months in advance (depending on program) |

1. Time line for Fall 20XX Course Support

| **Month** | **Curriculum support plan – For Fall semester** |
| --- | --- |
| April | Meet with instructor to discuss how to support their course |
| May | Instructor provides any textbooks, course materials, and software that they know they will be using. SAS requests texts from Publishers. |
| June | Converting materials into accessible formats |
| July | Converting materials into accessible formats |
| August | Converting materials, and start on lecture slides |
| September | Lecture slides and exams |
| November | Lecture slides and exams |
| December | Lecture slides and exams |

| **Month** | **Curriculum support plan – For Spring semester** |
| --- | --- |
| November | Meet with instructor to discuss how to support their course  Instructor provides any textbooks, course materials, and software that they know they will be using. SAS requests texts from Publishers. |
| December | Converting materials into accessible formats |
| January | Converting materials, and start on lecture slides |
| February | Converting materials, Lecture slides and exams |
| March | Lecture slides and exams |
| April | Lecture slides and exams |
| May | Lecture slides and exams |