

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-654-07**

**RESOLUTION ON  
TIMELY ACCESSIBILITY TO INSTRUCTIONAL MATERIALS**

- 1   WHEREAS, Cal Poly and the CSU have ongoing commitments to provide equal access to  
2           information resources to individuals with disabilities (per Cal Poly AS-187-85,  
3           AS-628-05, and CSU AS-2700-05 and January 2006 Executive Order 926); and  
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- 5   WHEREAS, Cal Poly and CSU policies must comply with federal and state laws; and  
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- 7   WHEREAS, CSU Executive order No. 926 and Coded Memo AA 2006-41 require that by June  
8           2007 following consultation with local senates all CSU campuses create plans to  
9           support faculty and staff practices that will ensure timely access to instructional  
10          materials; and  
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- 12   WHEREAS, Cal Poly has a commitment to ensure all students have access to instructional  
13          materials (printed textbooks and coursepacks) in a timely manner; and  
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- 15   WHEREAS, All students benefit when textbooks are ordered in a timely manner; and  
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- 17   WHEREAS, Textbooks and course-packs are often required courseware and must be available  
18          to all students at the same time; and  
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- 20   WHEREAS, Conversion and processing of campus-wide requests of textbooks and course-  
21          packs to accessible formats by the Disability Resource Center takes several  
22          weeks; be it therefore  
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- 24   RESOLVED: Beginning July 2007, departments are required to inform El Corral Bookstore of  
25          textbook and coursepack selections for all courses requiring textbooks or course-  
26          packs at least six weeks prior to the start of the academic quarter; and be it further  
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- 28   RESOLVED: Documented course exceptions to the six week deadline are permissible with  
29          justification by the Department Chair; and be it further  
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- 31   RESOLVED: For as many courses as possible, departments will establish standing textbook  
32          selections with El Corral Bookstore; and be it further

- 33 RESOLVED: Any changes to standing textbook selections will be made at least six weeks prior  
34 to the start of the academic quarter; and be it further  
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- 36 RESOLVED: Departments will establish processes to monitor and remind faculty who do not  
37 have their instructional material selections placed at least six weeks prior to the  
38 start of the academic quarter (e.g., use of faculty or staff instructional material  
39 coordinators); and be it further  
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- 41 RESOLVED: Faculty are encouraged to choose course materials from publishers who provide  
42 accessible content; and be it further  
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- 44 RESOLVED: Compliance to this plan will be annually reviewed by the Provost or designee, and  
45 if satisfactory compliance is not demonstrated, the Academic Senate will revisit  
46 this issue to recommend further action.

Proposed by the Academic Senate Instruction Committee  
Dated: February 20, 2007  
Revised: February 27, 2007  
Revised: March 13, 2007

### Background

EO 926, the CSU Board of Trustees Policy on Disability Support and Accommodations states: “it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.” Coded Memorandum AA-2006-41 establishes a process for ensuring compliance with federal and state laws, and CSU policy regarding access to information technology and resources. One of the three priorities addressed in that plan includes instructional materials accessibility. Instructional materials, to the extent possible, must be accessible to students with disabilities at the same time they are available to any other student enrolled in that program. AA-2006-41 states, “By June 2007, following consultation with local senates as appropriate, each campus will create a plan to support faculty and staff practices that will ensure timely access to instructional materials. This plan will include: (1) Timely adoption of textbooks by faculty, and (2) strategy for identification of textbooks for late-hired faculty...” Timely adoption is important to allow time to work with vendors, publishers, and DRC staff to provide the necessary instructional materials.

EO 926 is available online at: <http://www.calstate.edu/EO/EO-926.html>

AA-2006-41 is available online at <http://www.calstate.edu/acadaff/codedmemos/AA-2006-41.pdf>

State of California  
**Memorandum**

**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To: Bruno Giberti  
Chair, Academic Senate

Date: July 5, 2007



From: Warren I. Baker  
President

Copies: W. Durgin  
D. Conn

Subject: Response to Senate Resolution AS-654-07  
Resolution on Timely Accessibility to Instructional Materials

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This memo acknowledges receipt and approval of the above-referenced resolution.

Please extend my appreciation to those who worked so diligently to make certain that Cal Poly complies with federal and state laws to ensure that our students have timely access to instructional materials and to the Academic Senate for its prompt attention in this matter.