

## Strategic Digital Accessibility Training Guide: Spring 2023

### Welcome!

On behalf of Open Oregon Educational Resources, welcome to our Strategic Digital Accessibility Training with WebAIM! We look forward to working with you this term. Ensuring digital accessibility is critical to advancing equity-minded open education in Oregon. We hope that this training will help you to identify and achieve actionable goals to improve accessibility on your campus.

In this four-part workshop series, we will:

- Explore the importance of institutional vision and leadership commitment to accessibility using evidence-based performance indicators
- Identify actionable and achievable tasks that participants can address in the near term
- Create a realistic plan for implementing accessibility goals with campus stakeholders over time
- Draw on expert resources and support to assess and report on progress

This professional development opportunity is supported by funding from the Governor's Emergency Education Relief Fund (GEER). There is **no cost** to participants.

### Meet your Facilitators

- Rob Carr
  - Strategic Accessibility Coordinator, WebAIM
  - Email: [r.carr@usu.edu](mailto:r.carr@usu.edu)
  - Loves to help organizations and institutions create and use digital tools that don't get in the way of people with disabilities
- Veronica Vold (she/her)
  - Open Education Instructional Designer, Open Oregon Educational Resources
  - Email: [voldv@linnbenton.edu](mailto:voldv@linnbenton.edu)
  - loves designing courses that promote deeper learning
  - wants to be a lavender farmer someday

### Workload and Time Commitment

This training unites institutional teams from Oregon's public colleges and universities in a virtual professional learning cohort. Our purpose is to help you draft a realistic local plan for implementing accessibility goals with campus stakeholders over time. The [Template: Local Action Plan for Digital Accessibility \[Google Doc\]](#) is one example of what this could look like, but you are free to use the format that works best for you!

After the training, Rob is available to work with teams 1:1 for three additional hours of consultation with the potential for additional hours. Rob will schedule these consultations via email at the end of the term.

At the conclusion of your consultation hours with Rob, we will ask your team to share an openly licensed version of your local action plan.

The full cohort will meet together four times via Zoom (8 hours total). To facilitate communication between Zoom sessions, we will use a Google Group. Please feel welcome to post questions and answers to this group!

Each institutional team will take on small homework assignments (2-5 hours total) outside of Zoom sessions in their shared Google Drive folder.

Each team has access to a Google Drive folder as a collaborative workspace. We will also post Zoom session recordings for participants to review in our Cohort Google folder. Rob will post additional training content from WebAIM in the Google folder as well.

In each Zoom session, colleagues from multiple institutions will get to interact, discuss, and collaborate in real time. To help create a supportive and inclusive learning environment, please review [Open Oregon Educational Resources Community Guidelines](#):

- Use welcoming and inclusive language.
- Hold your opinions with humility.
- Use “I” statements to speak from your own experiences.
- Ask before sharing someone else’s story or comment.
- Make space, take space: if you speak a lot, let others speak; if you haven’t spoken up, try to contribute.
- Remember that it may not be possible to maintain confidentiality in an online environment.
- If you overhear or observe language or or action that expresses, reinforces, upholds or sympathizes with any form of systemic social domination, please consider interrupting. Suggested wording for “calling out” and “calling in”: [Interrupting Bias: Calling Out vs. Calling In](#)

This statement was adapted with permission from [Guidelines for Respectful GSA Spaces](#) by GLSEN.

## **Zoom Session Date/Times for Cohort 1**

Please plan to attend all Zoom sessions:

- Tuesday April 11th 2023 2-4pm
- Tuesday April 25th 2023 2-4pm
- Tuesday May 16th 2023 2-4pm
- Tuesday May 23rd 2023 2-4pm

We will post session recordings in our Cohort Google folder and Rob will post content on WebAIM’s website for our Cohort.

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## Zoom Link

All Zoom sessions use the same meeting link: <https://linnbenton.zoom.us/j/993238371>

Meeting ID: 993 2383 7001

One tap mobile

+16694449171,,99323837001# US

+16699006833,,99323837001# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Meeting ID: 993 2383 7001

Find your local number: <https://linnbenton.zoom.us/u/aco6OsqKGb>

## Logistical Support

If you have any questions or concerns about training logistics or technical support, please feel welcome to be in touch:

- Email Veronica Vold at [voldv@linnbenton.edu](mailto:voldv@linnbenton.edu)
- Drop in to Veronica's office hours every Wednesday, 9-11am:  
<https://linnbenton.zoom.us/j/993238371>

## Outline of Training Sessions (Subject to change)

### Session 1: Stakeholders and Leadership in Accessibility Initiatives

Session time/date:

- Tuesday April 11th 2023 2-4pm PST

Session 1 Goals:

1. Discuss the top three goals of your institutional team.
2. Recognize the need for diverse stakeholder involvement, advocacy, and support and the critical need for commitment from leadership.

3. Explore the difference between a team-level action plan and a broader institution-wide accessibility plan.

### Session 1 Schedule:

- Pre-workshop homework: as a team, define at least three goals you have in mind as you enter this series of workshops and consultations. (It is just fine if these change as we progress.)
- Introductions: Discuss as a large group
  - Name, role, where accessibility fits in for you
  - Your cohort's top 3 goals
- Action planning as a concept
- Discuss how connected technology environments are between units and departments.
  - Discuss goals for our workshop
    - Immediate: action plan (not institutional accessibility planning, necessarily)
  - Illustrate with an example
  - Discuss in small groups and arrive at a (likely long) list of possible stakeholders and leadership that do and influence our digital, inclusive of OER
- Putting the team together
  - Role of an accessibility committee/task force/etc.
  - Exercise: who and what?
    - Who from your stakeholders would fit on a committee/task force/etc.?
    - Anticipate what the goals of that group would be/what are your goals for this group as a cohort?
- Homework
  - Extend the committee/task force idea; come back with as committed of a group as possible or a list of additional people, departments, or offices you envision being part of it.
    - As much as possible, discuss with leadership and identified stakeholders to gauge feasibility

## Session 2 Planning a Campus Accessibility Initiative

Session time/date:

- Tuesday May 16th 2023 2-4pm PST

Session 2 Goals:

1. Define supports and processes for successful accessibility initiatives.
2. Explain the role of policymaking when advancing accessibility on a campus.
3. Evaluate existing on-campus and external policies and implementation plans for accessibility that relate to your goals.

Session 2 Schedule:

- Homework discussion: who is on your list?
- Supports and processes that help accessibility initiatives succeed (policy, planning, etc.)
  - Digital accessibility policy: necessary or not?
    - Exercise: examine snippets of policies to determine the fit on your campus
  - Digital accessibility implementation plan: Institutional level, big-time plan
    - Exercise: similarly, discuss what you would imagine fits in a policy vs. what fits in a plan for your institution
  - Resources
    - Exercise: Discuss resources that you would like to have in place first
  - Circle back to stakeholders and committee/task force/etc.
    - Does this change your who and what?
- Homework
  - Evaluate your committee composition. Need any changes?
  - Discuss policy components
    - Examine current policy
    - What would fit into a new policy?

## **Session 3: Effective Communication and Messaging for Accessibility**

Session time/date:

- Tuesday May 23rd 2023 2-4pm PST

Session 3 Goals:

1. Evaluate the effectiveness of accessibility messaging for different audiences.
2. Draft different “asks” for diverse campus groups relating to your accessibility goal.
3. Assess potential campus leadership commitment to your goals.

Session 3 Schedule:

- Homework discussion: Communication and messaging to different audiences
- What are we asking for?
  - From leadership
  - From colleagues
- Communication and messaging about accessibility
  - Reading the room exercise (what messages will be effective with your leadership, peers, and colleagues?)
- Vital components introduced
  - Procurement, HR, workflow
  - Professional development
- Homework:
  - Discuss as a cohort + your committee/task force: What is or are your ask or asks of leadership?

## **Session 4: Measuring Progress on Campus Accessibility Initiatives and Finalizing the Team Action Plan**

Session time/date:

- Tuesday May 23rd 2023 2-4pm PST

Session 4 Goals:

1. Identify ways that successful campus accessibility initiatives sustain growth.

2. Discuss your action plan draft/ideas and potential timeline.
3. Plan for continued support and consultation from WebAIM.

#### Session 4 Schedule:

- Homework discussion
- Measuring progress
  - Continuous improvement
  - Organizational measures
  - Technical measures
- Action planning discussion
  - Exercise: work on an action plan within your cohort
  - Discuss as a large group
- Ongoing consulting and assistance opportunities