

## **Project Proposal (Draft)**

### ***Overview***

For this project, I plan on creating a training website that faculty can use for professional development in accessible instructional technology. The website will allow for self-paced training in accessible instructional technology and provide ways faculty could include the training in their professional development. In addition, training materials for class-based instruction will also be developed for those who wish to learn in a workshop setting.

### ***Objective***

The objective for this project is to create a prototype training website that targets tenure track faculty for professional development. The goal is to teach faculty skills in accessible instructional technology that they can use in their courses as well as use to further their professional career.

### ***Instructional Problem***

In January 2006, the California State University Chancellors Office (CSUCO) created the Accessible Technology Initiative (ATI) through Executive Order 926 (EO 926). This order makes it the policy of the CSU and all 23 CSU campus' to make "programs, services, and activities accessible" (p. 2) to everyone in accordance with applicable state and federal laws including Section 504 and 508. For the California State University, Long Beach (CSULB)

community, this means instructional technology will have to be compliant with the guidelines set forth in EO 926.

The problem CSULB faculty now face due to EO 926 is a lack of training in creating accessible instructional material. Further some faculty may not even know what their responsibility is for compliance. All of this is compounded by the fact that there is little to no budget to fund any training for faculty at this time. It is only a matter of time before budget is found and training can begin. Once this occurs, the problem now becomes producing training materials for face-to-face workshops as well as producing a website for on-demand training.

### ***Target Audience***

The target audience for the project is tenure-track junior faculty who are working their way up the ranks to becoming a tenured faculty member. Being new to the university, this faculty group may only be vaguely aware of the requirements the Accessible Technology Initiative places on them. Due to the requirements placed on them in the Retention, Tenure, & Promotion (RTP) process, tenure track faculty may be more willing to seek training on and use accessible instructional technology.

Tenure-track faculty have a range of education levels and computer skills that must be taken into account. The belief that the younger faculty will have better computer skills is not always true.

## ***Design Problem***

### **General Problems**

- How do you attract tenure-track faculty to use the website?
- How do you convince tenure-track faculty to use the concepts taught in the website?
- If this modules from this project are utilized by CSULB, who will support it?
- Will there be a general group such as the proposed Center for Accessible Media (CAM) to assist faculty in this way?

### **Project Website**

- Must be accessible
- Must use a CMS to make available to the largest group of content editors
- Needs to be flexible for ease of maintenance
- Must be easy to navigate and locate information
- Must be easy to add new content in a quick and accessible format

### **Training Modules**

- Ease of use is critical
- Modules must be designed to stand on their own without a face-to-face workshop.
- How long should a module take a person?
- Who or where can a faculty member go to get additional information or training if needed?

### **Faculty Questions**

- Who will provide support for face-to-face workshops?
- Other than Penny Peterson in the Disabled Student Services High Tech Center, who can provide support after faculty have completed an on-demand training module?

## ***Scope***

For this project, the scope will include four modules that will teach about accessible instructional technology. Modules will include each of the following sections.

- Introduction to Topic
- Ideas for Professional Development

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- Training
- Definitions and Acronyms
- Additional Information

A Content Management System (CMS) will be used to be able to rapidly develop the content.

### **Module 1: Planning a Website**

The first module will teach faculty the basics they need to know in how to plan and organize a new website prior to any code being written. This module will include:

- How to plan a new website
- How to plan for including accessibility
- Best practices for creating content

If faculty take the time to properly plan a website, then it makes the development stage easier in terms of making the content accessible and easy to locate. See ETEC 553 Assignment 1 for module.

Training Time: 1-2 hours

### **Module 2: Creating a Website with Adobe Contribute**

The second module will follow on first module and walk a person through creating a new CSULB personal website using Adobe Contribute. Topics will include, how to access a personal CSULB website, setting up Contribute, creating the first pages.

### ***Procedures***

1. Setup CMS System with University Template.

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2. Take module structure and create basic website structure.
3. Develop Content
4. Test Content
5. Revise Content Based on Feedback

### ***Timeline***

To be developed

### ***Usability Testing***

The project will undergo usability testing with tenure-track faculty to validate if the training materials and website need additional work. Usability testing for a website consists of having a user interact with a website while an interviewer observes. Each user will be given a set of questions or tasks to complete. Depending on how the usability questions are structured, it can take anywhere between 10 minutes to an hour.

### ***Resources***

The following resources will be needed for design and development of this project.

- Computer (Mac or PC)
- Adobe Contribute 3 – CS3
- CMS Made Simple
- Server Space with PHP, MySQL and Apache

## ***References***

California State University Office of the Chancellor. (2004, January 1). *The California State University Board of Trustees Policy on Disability Support and Accommodations - Executive Order Number 926*. Retrieved June 17, 2007 from <http://www.calstate.edu/eo/EO-926.html>.