Instructors, Distance Education and Disability Services collaborate and coordinate to:

- **Test** the accessibility of software and web apps used in online courses.
- **Work** together to identify and implement appropriate accommodations when barriers are encountered.
- **Develop** Accessibility Plans proactively when barriers are found.

**Disability Services (DS)**

As a student and faculty resource, with expertise in alt formats and assistive technologies, DS:

- **Increases** awareness of the disability experience and works with staff & faculty to proactively reduce barriers by **Hosting** open events, **Offering** drop-in hours, and individual consultations.
- **Reviews** documentation of disability & determines student eligibility for accommodation.
- **Leads** efforts to ensure students are appropriately accommodated.
- **Notifies** faculty and DL when an accommodation is required.
- **Supplies** students with an accessible format of the textbook.
- **Provides** alternative format of PDFs, math/science and publisher PPTs.
- **Administers** other reasonable auxiliary aids and services.

**Distance Education (DL)**

As the online course development facilitator and faculty resource, Distance Education (DL):

- **Provides** media captioning for DL course accommodations.
- **Assists** DS with retrofitting course material for timely accommodation.
- **Offers** training sessions (F2F & Online) and over-the-shoulder assistance.
- **Reviews** courses for accessibility and provides feedback & support to instructors.
- **Supports** Accessibility Plan development to proactively address course barriers.
- **Facilitates** subject area accessibility studies.
- **Maintains** pcc.edu/access website with how-to video tutorials and step-by-step instructions.

**Instructor (Responsibilities)**

As the subject matter expert and the course developer, an instructor:

- **Designs** clear and consistent navigation.
- **Writes** alternative text descriptions for images.
- **Creates** documents using accessibility guidelines (pcc.edu/access).
- **Retains** original files (PowerPoint, Word, etc.)
- **Uses** captioned media whenever possible.
- **Writes** math and science with MathML (D2L equation editor), LaTeX, MathType or Libre Office.
- **Checks** accessibility of required software and web applications used in course at pcc.edu/access.
- **Supplies** DL and DS with course materials upon request for an accommodation.
- **Prepares** Accessibility plans for inaccessible content.

**Disability Services (DS) (Responsibilities)**

As a student and faculty resource, with expertise in alt formats and assistive technologies, DS:

- Increases awareness of the disability experience and works with staff & faculty to proactively reduce barriers by
  - **Hosting** open events,
  - **Offering** drop-in hours, and individual consultations.
- **Reviews** documentation of disability & determines student eligibility for accommodation.
- **Leads** efforts to ensure students are appropriately accommodated.
- **Notifies** faculty and DL when an accommodation is required.
- **Supplies** students with an accessible format of the textbook.
- **Provides** alternative format of PDFs, math/science and publisher PPTs.
- **Administers** other reasonable auxiliary aids and services.

This information is provided by PCC Distance Education.