Academic Senate Policy Memo: Educational Technology Restructuring & Accessibility Alignment

To: College of Marin Academic Senate
From: Distance Education Committee
Date: November 4, 2005
Subject: Vision and Recommendations for Educational Technology Restructuring, Accessibility, and Faculty Support

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Recommendations

This memo recommends that the Academic Senate initiate a coordinated restructuring of educational technology planning, governance, and support at the College of Marin.

Objective
Strengthen COM's educational technology framework in order to further compliance with state and federal accessibility laws (ADA, Section 504/508, Title II 2026 updates), protect student privacy, and provide equitable instructional support across all modalities to meet the needs of

Key recommendations include:

- Establishing an Instructional Technology Committee for governance, vetting, and compliance oversight.

- Allocating dedicated staffing and budget for accessibility, captioning, and training beyond Distance Education.

- Reviewing and aligning BP 3250, BP/AP 3720, and BP 3725 to strengthen accessibility and privacy language.

- Providing campus-wide resources and model syllabus statements to ensure consistency and transparency.

This initiative supports COM's mission of student-centered, accessible, and innovative teaching and learning environments.

Rationale

1. **Policy Alignment and Accountability**
The College's current Board Policies (BP 3250 – Institutional Planning, BP/AP 3720 – Information Technology Use, BP 3725 – ICT Accessibility) require regular review to ensure institutional planning fully integrates accessibility, educational technology, and privacy requirements.

2. **Governance Gap**
-need for a dedicated body for systematic review of instructional technology, LTI vetting, and accessibility oversight. Creating an **Instructional Technology Committee** under Academic Senate or College Council will ensure faculty voice in technology decisions, compliance, and resource prioritization.

3. **Compliance and Accreditation Readiness**
-need for a need for infrastructure and staffing to meet compliance standards and maintain accreditation readiness for upcoming Title II (ADA) updates effective 2026 and ACCJC emphasis on Regular and Substantive Interaction (RSI) and accessibility.

4. **Equity and Innovation**
-need for strengthening accessibility, captioning, and inclusive technology support to advance COM's equity mission and enables faculty to safely innovate with AI and new educational technology tools while protecting student privacy.

Action Items

1. Governance & Policy Development

- Form an Instructional Technology Committee charged with:

  o LTI vetting for accessibility and privacy compliance.

  o Reviewing licensing and budget priorities for instructional tech tools.

  o Coordinating accessibility and RSI training across divisions.

- Recommend review of BP 3250, BP/AP 3720, and BP 3725 to explicitly include accessibility, privacy, and educational technology planning within institutional effectiveness goals.

2. Staffing & Budget

- Create a full-time position or reclassify an existing role to coordinate accessibility reviews, training, and LTI implementation.

- Allocate ongoing funding for:

    - Captioning and transcription services (potentially via in-house captioning).

    - Faculty training in accessibility, RSI, and educational technology pedagogy.

    - Technology innovation grants for faculty pilots for accessible technology and FERPA-compliant tools.

3. Campus-Wide Accessibility & Training

- Share and embed the Accessibility Guidelines (policies.marin.edu/accessibility-guidelines) in all faculty onboarding and Flex trainings.

- Implement Accessibility and Privacy checks for instructional tools.

- Incorporate ADA, Access, Academic Honesty, AI, and Privacy Statements (based on institutional policies) into the institutional syllabus template. Consolidation of policy statements into a statement that can be incorporated into syllabi.

Next Steps

The Academic Senate may appoint a working group to:

- Review and revise language for BP/AP 3250, 3720, 3725.

- Propose the Instructional Technology Committee structure and charge.

- Identify staffing needs and funding sources for captioning and compliance training.