**Affordable Learning Georgia Affordable Materials Grants  
Continuous Improvement Grants Final Report**

*(or Mini-Grants, for R17 and earlier)*

# General Information

Date: *8 May 2023*

Grant Round: *Round 21*

Grant Number: *Proposal M204*

Institution Name(s): *Kennesaw State University*

Team Members (Name, Title, Department, Institutions if different, and email address for each):

* *Erin Bahl, Assistant Professor, English Department, Kennesaw State University, ebahl@kennesaw.edu*
* *Stephen Bartlett, Senior Lecturer, History Department/Associate Director of the Office of Digital Education, Radow College of Humanities and Social Sciences, Kennesaw State University, sbartlet@kennesaw.edu*
* *Mary Margaret Cornwell, Media Specialist (formerly Research Consultation Coordinator, KSU Libraries, Kennesaw State University), marymargaret.cornwell@gmail.com*
* *Laura Howard, Senior Lecturer, English Department, Kennesaw State University, lhowar40@kennesaw.edu*
* *Jason Rodenbeck, Assistant Director of Academic Web Accessibility, Digital Learning Innovations/Chair, Disability Access Coalition, Kennesaw State University, jrodenb1@kennesaw.edu*

Project Lead: *Erin Bahl*

Course Name(s) and Course Numbers: *n/a*

Final Semester of Project: *Spring 2023*

***If applicable to your project:***

Average Number of Students Per Course Section: *n/a*

Number of Course Sections Affected by Implementation of Revised Resources: *n/a*

Total Number of Students Affected by Implementation of Revised Resources: *n/a*

# Project Narrative

Describe the course of your revision or ancillary creation project, including

* A summary of your project’s purpose, plan, and timeline.
* The original works which were revised or added to, with links. For example, if you revised an open textbook, give the title, author, and link.
* A narrative description of how the project’s plan was carried out.
* Lessons learned, including anything you would do differently next time.

During the 2022-2023 academic year, our team created a new resource, “Accessibility Basics: Writing for Accessibility in Online Learning Environments” to help students practice academic web accessibility in online courses across disciplines. The resource includes an introduction, conclusion, and four body chapters on Accessibility Basics, Microsoft Word and PowerPoint, HTML, and PDFs.

During Summer 2022, each team member was assigned a chapter to draft. Then, during Fall 2022, the manuscript went through three rounds of internal peer review and revision based on team member feedback. In January 2023, the manuscript was reviewed and revised based on feedback from internal KSU colleagues, including student accessibility assistants in English and the Office of Digital Education, and members of the KSU Disability Access Coalition. Finally, during February-April 2023, the manuscript underwent production services through UNG Press (including copyright clearance, copyediting, proofreading, and Manifold manuscript formatting). The final proofread manuscript was reviewed by the co-author team, then submitted to ALG.

Overall, the manuscript developed fairly closely according to the original plan. One team member left KSU for another position partway through the project and needed to step back substantially, but we were able to adapt and reorganize already-drafted materials into a new section overviewing accessibility basics (rather than an individual chapter focused on accessible media as originally intended). This team member’s compensation was redirected at their request to editorial production services. We were also assigned a new university grant coordinator shortly before beginning production, which has delayed payments, and we’ve found it challenging to navigate the university’s payment system to make sure all team members receive compensation in a timely manner based on their multifaceted faculty and staff roles. Finally, though the co-author team includes disabled individuals, our project would have been strengthened through further review, input, and user testing from the disability community (especially disabled university students) given additional time and resources.

# Materials Description

*Describe all the materials you have created or revised as part of this project. These descriptions may be used in the* [OpenALG](https://alg.manifoldapp.org/) *repository description field. Include the* [*open license your materials will be shared under*](https://creativecommons.org/share-your-work/)*—for most materials, this will be an Attribution 4.0 License (CC BY) as required in the Grants Request for Proposals.*

***Title of New Resource:*** *Accessibility Basics: Writing for Accessibility in Online Learning Environments*

**Description:** The accessibility of materials used in e-learning environments has been a subject of growing concern over the past decade, especially with the significant turn to online education during the COVID-19 pandemic. This resource is designed to guide those new to the topic of accessibility and accessible design. While the various topics contained within are searchable on the web, this text strives to pull together disparate design resources for ensuring accessibility of content intended for electronic dissemination. In short, this is a basic “How-To” guide for making your media and documents accessible in e-learning environments and across the larger world wide web.

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# Materials Links

*If you are hosting your materials in places other than OpenALG, please provide these links in this section. Otherwise, leave blank. Note: we cannot access D2L or Canvas links.*

# Future Plans

* *Describe any planned or actual papers, presentations, publications, or other professional activities that you expect to produce that reflect your work on this project.*
* *Describe any plans to revise or add to these materials in the future.*

Presentations:

Erin Bahl:

Panel: “Hope Is Inclusive Action: Methods for Disability Inclusion and Access in Higher Education” (CCCC 2023, 15-18 February 2023, virtual—pre-recorded)

Proposed Panel: “An Abundance of Learning: Students Teaching Faculty About Diversity, Equity, Inclusion, and Belonging Through Innovative Research Projects” (CCCC 2024, proposal under review)

Stephen Bartlett

I will be presenting a series of sessions for the First Nations of Canada at the Maskwacis Cultural College Microlearning Series

Jason Rodenbeck

“Accessibility Solutions: From Adobe to Equidox”, D2L Fusion 2023 Conference, Anaheim, CA | July 12-14, 2023 (pre-recorded)

Although there are currently no formalized plans for revision, we will continue to learn from further feedback as we implement this resource in our classrooms and share it with colleagues. Based on feedback received, we may develop a new proposal for an ALG Continuous Improvement Grant project to further build on these initial foundations established through developing this resource.