

ASC Curriculum Committee,

In response to requests from faculty panelists, the ASC Office of Distance Education updated the [ASC Distance Learning Syllabus Template](#) to improve its clarity, digital accessibility, and ease of use. Sarah Dove, our Instructional Designer most well-versed with digital accessibility standards, took the lead on revising this template. We also consulted and got feedback on revisions from the Digital Accessibility team in ASC Tech, the ASC Curriculum and Assessment Office, and Dr. J.T. Richardson (ASCC Arts and Humanities 1 Panelist).

Here is a brief list of the most significant changes:

- Rather than embedding a user guide for the template within comments on the syllabus template file itself, we created a [ASC Distance Learning Syllabus Template user guide](#) webpage.
- We formatted the syllabus template document as a word template file, making it less likely that the accessibility features will be accidentally broken and so that it opens as an unnamed doc and allows users to save to a location of their choosing on their personal devices.
- The entire document was reviewed to meet digital accessibility standards, specifically formatted to optimize clarity when using screen readers and other assistive technology.
- Updated were made to tables for accessibility, including clear header rows and columns, alt text, and color contrast.
- The Syllabus template is also now brand compliant, utilizing the University recommended alternative fonts (so that special fonts do not need to be downloaded for usage).

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