

Accessibility Supplemental Documents Standards

The Academic Senate Council requests that all those who need to submit supplemental documents to be included on the Academic Senate agenda and website take the time to make their documents accessible. Accessibility should be implemented prior to emailing your file to our Senate Council. Ways to check your accessibility include using the following programs:

- [UDOIT in Canvas](#): You can convert pdfs into more accessible formats or remediate them directly in Canvas.
- [Equidox](#) for organizing and remediating PDFs. This is software provided for free through the Chancellor's office. You just have to request an account (instructions on how to do this are in the link above).
- [PopeTech Website Scanning](#): I believe LMC MarCom is already using this for remediating issues on the college website.

If you have any questions on how to remediate your document or how to check your document's accessibility, you can direct the questions to district office Emma Rogers (erogers@4cd.edu) or Kelly Schelin (KSchelin@4cd.edu).

Compliance with this request will allow the Academic Senate to leave all supplemental documents forward facing for the public.