

UNIVERSAL DESIGN FOR LEARNING PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:

Academic

Parent Policy:

Universal Design for Learning Procedure

Approval Date:

March 16, 2020

Effective Date:

March 16, 2020

Procedure Owner:

Vice President, Teaching and Learning

Procedure Administrator:

Director, Customer Care

Overview:

This procedure supports the implementation of the Universal Design (UD) Policy by providing guidance for the planning and design of curriculum, faculty and staff supports, and all modes of course delivery at NorQuest College (the college), including, but not limited to: online, hybrid, face-to-face, as well as all future modes of course delivery to be introduced into the college.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Embedding Universal Design for Learning (UDL) principles into course or program curriculum development and implementation will assist instructors in creating a more accessible learning experience for all students, including, but not limited to, students with diagnosed and undiagnosed disabilities, as well as English language learners. When new curriculum templates, faculty and staff training sessions, new modes of course delivery, and educational technologies (including third party curriculum and testing software) are proposed, implementation discussions and subsequent documentation are to include an outline for inclusion of UDL principles as outlined in the [NorQuest College's Curriculum Development Framework](#).

The planning and design of new curriculum, the updating of existing curriculum, faculty and staff supports, and all modes of course delivery must be in accordance with the following:

- Universal Design for Learning principles
- Universal Instructional Design principles
- [NorQuest College's Curriculum Development Framework](#)
- Accessibility standards of the most up-to-date Web Content Accessibility Guidelines (WCAG)¹

Definitions:

Diverse Learners²: NorQuest College embraces the diversity of all learners regardless of race, religious beliefs, colour, gender, gender identity and expression, physical disability, mental disability, age, ethnicity, sexual orientation, socio-economic status, religious or political beliefs. Within NorQuest College, indigenous learning and

¹ WCAG located at <https://www.w3.org/TR/WCAG21/#audio-only-and-video-only-prerecorded>

² Adapted from NorQuest College Quality Curriculum Development Framework located at <https://libguides.norquest.ca/c.php?q=703069&p=4998153>

decolonization are woven into the principles of education. Moreover, the college sees intercultural and international education as key factors in both learner and institutional success.

Universal Design for Learning (UDL) .v. Universal Instructional Design (UID):

While NorQuest College places greater emphasis on the use of the term Universal Design for Learning, elements of both UDL and UID can be complementary to one another, allowing for principles of both to foster a more universal and accessible learning experience for learners.

Universal Design for Learning (UDL) Principles³

1. *Provide multiple means of Engagement* – Learners differ markedly in the ways in which they can be engaged or motivated to learn. There is not one means of engagement that will be optimal for all learners in all contexts.
2. *Provide multiple means of Representation* – Learners differ in the ways that they perceive and comprehend information that is presented to them. There is not one means of representation that will be optimal for all learners.
3. *Provide multiple means of Action & Expression* – Learners differ in the ways that they can navigate a learning environment and express what they know. There is not one means of action and expression that will be optimal for all learners.

Universal Instructional Design (UID) Principles⁴

1. *Accessible and Fair Use* – Instruction should be designed to be useful and accessible by students with different abilities, respectful of diversity, and with high expectations for all students.
2. *Flexibility in Use, Participation, and Presentation* – Instruction should be multimodal, allowing students to have multiple means of accessing and interacting with curriculum material, and allowing for multiple means of demonstrating their knowledge.
3. *Straightforward and Consistent* – Instruction is designed in a clear and straightforward manner. Unnecessary complexity or distractions that may detract from the learning material or tasks are reduced or eliminated.
4. *Information Explicitly Presented and Readily Perceived* – Course expectations are transparent and instructions are easy to understand. All efforts are taken to remove barriers to student understanding of material.
5. *Supportive Learning Environment* – Instruction anticipates that students will make mistakes. While student errors may provide powerful learning opportunities, care must be taken to minimize hazards that can lead to irreversible errors and failures.
6. *Minimize Unnecessary Physical Effort or Requirements* – Instruction is designed to minimize *non-essential* physical

³ From CAST located at

http://udlguidelines.cast.org/?utm_medium=web&utm_campaign=none&utm_source=cast-about-udl

⁴ From University of Guelph located at <https://opened.uoguelph.ca/instructor-resources/resources/uid-principles.pdf>

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

effort not related to a learning outcome in order to allow maximum attention to learning. As example, where possible providing students with copies of pertinent PowerPoint slides in advance of lesson.

7. *Accommodate Students and Multiple Teaching Methods* – The learning space is accessible and the environment supports multiple instruction strategies.

- [Duty to Accommodate Students with Disabilities Policy](#)
- NorQuest College’s Curriculum Development Framework <https://libguides.norquest.ca/curriculumdevelopment>
- [CAST](#)

March, 2023

May 2013: new

August 2013: update for document links and branding
November 2014: update for document standards

May 2015: reviewed as per Policy and procedure Framework: no change

August 2019: Compliance Office template & reorganization update

March 2020: updated for document links and alignment with college standards and strategic direction