

UNIVERSAL INSTRUCTION DESIGN 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 Policy
Approval Date:	May 31, 2013
Effective Date:	September 1, 2014
Procedure Owner:	Vice President, Teaching and Learning
Procedure Administrator:	Dean, Student Services and Registrar

Overview:	<p>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 online course delivery at NorQuest College (college).</p> <p>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.</p>
Procedures:	<p>All planning for curriculum, faculty and staff supports, and online learning will consider the principles of Universal Instructional Design (UID). When new curriculum templates, faculty and staff training sessions, and educational technologies are proposed, consultation and early discussion will highlight UID principles to ensure that all new materials and training will focus on accessibility. Embedding UID principles into course curriculum development and implementation will assist instructors in creating a more accessible learning experience. Current educational technologies will inform the college's new Online Accessibility Standards, which will be updated as technologies evolve. The planning and design of curriculum, faculty and staff supports, and online course delivery will be in accordance with the following:</p> <ul style="list-style-type: none"> • Universal Instructional Design principles • Universal Design for Learning principles • College's Curriculum Quality Standards • Functional programming and end-user requirements • College's new Online Accessibility Standards
Definitions:	<p>Diverse learners¹: are individuals who may experience learning barriers as a result of physical, emotional, cognitive, linguistic, socio-economic, or cultural conditions, or because of gender, age, religion, or geographic location.</p> <p>Universal Instructional Design Principles²</p> <p>The Seven Principles of UID describe how instructional materials and activities should fall within these guidelines:</p> <ol style="list-style-type: none"> 1. Be accessible and fair 2. Be flexible

¹ Adapted from the University of Oregon located at <http://gladstone.uoregon.edu/~asuomca/diversityinit/definition.html>

² Adapted from UID University of Guelph located at <http://www.tss.uoguelph.ca/uid/>

3. Be straightforward and consistent
4. Be explicit
5. Be supportive
6. Minimize unnecessary physical effort
7. Accommodate students and multiple teaching methods

Universal Design for Learning Principles³

- Multiple means of representation
- Multiple means of action and expression
- Multiple means of engagement

Related Information:

- [Universal Design Policy](#)

Brokop, F. (2008). [Accessibility to e-learning for persons with disabilities: Strategies, guidelines, and standards](#). Edmonton, AB: NorQuest College.

Burgstahler, S.E. & Cory, R. C. (2009). *Universal design in higher education: From principles to practice*. Cambridge, MA: Harvard Press.

CAST, [Universal Design for Learning](#) . Wakefield, MA.

Do-It, University of Washington. [Applications of universal design in postsecondary education](#).

Do- It, University of Washington. [Universal design: Process, principles, and applications](#).

eCampus Alberta, [Community Tool Kit](#). (2011).

National Center on Universal Design for Learning, at Center for Applied Special Technology ([CAST](#)).

Shimoni, R. & Barrington, G. (2010). [Meeting the needs of diverse students engaging in e-learning: Interim report](#). Calgary, AB: Bow Valley College, Office of Applied Research and Innovation.

Shimoni, R., Barrington, G., & Wilde, R. (2010). [Successful practices in supporting students in distributed learning](#). Calgary, AB: Bow Valley College, Office of Applied Research and Innovation.

University of Guelph, [UID](#). (2013).

[Campus Alberta Quality Council Procedures](#)

Related Documentation:

N/A

Next Review Date:

March 2019

Revision History:

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

³ Adapted from CAST located at <http://cast.org/>