

# Karen

## BALLENGEE

### INCLUSION ACTION PLAN



*"To me inclusion means creating a space where all students feel safe regardless of ability, ethnicity, race, religion, orientation, gender identity, and economic status. Inclusive teaching means providing materials, guest speakers, and resources from a diverse set of resources. An inclusive online environment creates a space where all student voices feel heard and students feel they can contribute to the classroom environment and grow as an individual learner."*

### ACTIONS

- Create a diversity & inclusion statement for the syllabi.
- Include mental health and disability services contact information in the syllabi.
- Before class starts, encourage students to share their preferred name and pronouns.
- Model inclusive behavior.
- Diversify the resources for the online classroom.
- Present information in multiple modes and allow students to demonstrate knowledge in multiple modes.
- Ensure that all materials are 508 compliant and encourage others to create accessible materials.
- Manage an inclusive discussion board while allowing for different opinions.
- Generate forms and documents with inclusive language.

## Inclusion Action Plan

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Our syllabi do not include a diversity and inclusion statement, but I will recommend that we add one. The VCU website for the [Center of Teaching Excellence and Faculty Success](#) has some suggestions for such statements. The [Brown University website](#) makes some outstanding recommendations as well. In any future classes I teach, I will be sure make students aware of the diversity and inclusion statements and continuously try to model inclusive behavior for them, both in the materials I use and the way I treat them.

All of my course materials are 508 complaint and I do my best to educate others on creating accessible videos and documents. If students have a disability and feel like they need something extra outside the typical accessibility features of the course, I will encourage them to contact me. Although this doesn't apply to my current situation as our students are not VCU students, but I would give students the contact information to disability services. I feel it's also important to direct students to mental health services should they need them.

One of the students in the video mentioned that the disability statement in their syllabi didn't explicitly explain disability services or how to obtain accommodations. I would find out what services the school provides and then explain to students how to obtain those services. Some students may have had an IEP in K-12 and know what they need to do once they arrive at college. Others may get to college and suspect they have a disability, but have no idea what step to take next.

I will also be more inclusive in the forms and surveys I create. When I create forms and surveys, I will be sure to include options for those who may not identify as male or female. I will also send a pre-course survey to ask students their preferred name and pronouns.

To manage discussion, I will set expectations as to what is acceptable behavior and what crosses the line. Students will know the consequences of what happens when they make an inflammatory post. I believe it helps students to see examples of acceptable posts and posts that do not appear to be inclusive. At the beginning of the course I will give these examples and the students can have a healthy debate on what is inclusive and what is not. During the course, if a student posts a response that may not fit with inclusive practice, I will, as suggested in the lesson, send them an email with my concerns and ask them to edit the post or take it down. In extreme cases, I will remove the post.

I always aim to incorporate UDL principles in my courses, in the way that I present materials to students and in the ways I have students demonstrate their knowledge for assessment. For example, students may post a discussion response as either a text response, audio, or video. I try to model this behavior by creating welcome videos which come with captions and a transcript.

The one area where I need to do some work is with course materials. I will ensure that any images or graphics that represent a diverse range of people. I will also select a diverse group of guest speakers. This will require some research on my part. Although, I haven't covered every inclusive situation in this

action plan, I feel like I can conduct more research to find more inclusive materials and help all types of students to successfully navigate the online classroom.