

# CFE Individual Session Proposal Template

Thank you for your interest in facilitating a CFE session or workshop!

If you are proposing a single session or workshop **that has not been offered by the CFE before:**

- Download and complete this template, outlining your proposed CFE session. Please do not edit this template directly in SharePoint.
- Refer to the [CFE Session Facilitator Guide](#) for information on each of the required sections.
- Upload the completed proposal template as a Microsoft Word document to the [2025-2026 CFE Session Proposal Form](#) by the requested deadline.

If you are proposing a single session or workshop **that has been offered by the CFE before and do not have any significant changes to make** to your session and/or session description:

- Complete the [2025-2026 CFE Session Proposal Form](#) by the requested deadline and indicate on the form that this is a recurring session. You do not need to submit a proposal template.
- **Please note:** Each workshop or session may only be offered *once per semester*.

CFE sessions should:

- Have a clear topic that is reflected in the title of the session and supports the [mission and vision of the Center for Faculty Excellence](#).
- Have clear learning outcomes.
- Provide relevant examples of concepts, skills, and practices.
- Provide opportunities for participant collaboration, interaction, and/or engagement.
- Be relevant to a wide spectrum of the BGSU teaching community (when possible), including full-time faculty, adjunct faculty, graduate students, and staff (classified and administrative).
- Be achievable in your proposed session duration (usually 30-60 minutes depending on facilitator preference).

**Language note:**

- When referring to the session participants, please use second-person (i.e., “you”), participant-centered language (e.g., “By participating in this community, you will learn...”).
- When referring to the facilitator(s), please use third person (i.e., “the facilitator(s), “they,” etc.).

## Session title

*Making your Microsoft Word Documents Accessible*

## Departments offering the session (if applicable)

*Provide the names of the department(s) offering this session (if applicable).*

## Session facilitator(s)

*Caitlin Bartholic*

## Session target audience

*Provide a description of the specific target audience if there is one (e.g., current or future graduate student instructors, new faculty members, etc.). If there is no specific target audience, state: "All BGSU faculty, adjunct instructors, graduate students, and staff are welcomed and encouraged to participate."*

## Session description

This 90-minute, hands-on session introduces practical accessibility basics that you can apply immediately in your teaching and communication. You will learn how to improve color contrast, use clear heading structure, write meaningful alt text and hyperlinks, and choose readable fonts. We'll focus especially on editing Word documents to make them more accessible and easier for all learners to navigate. Through brief demonstrations and simple interactive activities, you will leave with concrete skills you can use right away to create cleaner, more inclusive digital materials.

## Session learning outcomes

*Provide a bulleted list of 3-5 specific, measurable learning outcomes for your session (e.g., what the participants will learn or be able to do as a result of participating in this session). The number of learning outcomes may depend on the duration and type of session.*

- **Apply accessible heading structure** in a Word document by correctly assigning Heading 1, Heading 2, and Heading 3 styles.
- **Evaluate and adjust text contrast** using a simple contrast-checking tool to ensure readable color combinations.
- **Write concise, meaningful alt text** for at least two types of images used in academic materials.
- **Revise non-descriptive hyperlinks** (e.g., “Click here”) into clear, purposeful link text.
- **Format documents using accessible fonts and spacing** to improve readability and navigation for all learners.

## Session plan

Use the table provided below to outline your plan for your session, including the activities for your session and the allotted amount of time for each activity. Please review the session type descriptions and the example session plan in the [CFE Session Facilitator Guide](#). Add additional rows to the table if needed.

Amount of Time	Activity
5min	Welcome & Framing Session/Zoom Warm-up Poll
10min	Why WCAG – Which is easier to read activity
5-10 minutes	Color Contrast Introduction & HEX demonstration with WebAIM
15 minutes	Heading Hierarchy Intro & 10 minute Breakout Room
10 minutes	Alternative Text Intro & Padlet Activity
10 minutes	Descriptive Hyperlinks Introduction & “Bad Links” Demonstration
5 minutes	Fonts & Readability Intro & Demo Documents
10 minutes	Putting it all together and wrap-up reflection on Padlet
15-20 minutes	Q & A – Resource Sharing (Extra time if anything else runs over)

## Resources needed

Documents and videos shared with attendees. Moderation for Zoom and breakout room.