



THE CITL REPORT

NOVEMBER 2025



ACCESSIBILITY TIP OF THE MONTH

Accessibility in Excel

- Have text in cell A1
- Include alternative texts with all visuals (pictures, graphs...)
- Avoid tables or use simple tables (no split or merged cells) with clear headers
- When inserting hyperlinks, call them something meaningful, not "click here!"
- Name the cells and ranges that would benefit from having a name
- Give all worksheets unique names (not "sheet1") and remove blank worksheets
- Use the [accessibility checker](#) to see if your content is accessible (color contrast, etc.)

Learn how to do this on the [Microsoft help page](#).

[Learn more about document accessibility!](#)

Go Green by Spring

In advance of the April 24, 2026 deadline, an internal course readiness date has been set for Spring 2026 courses to be "Green" by **February 3, 2026**. The CITL and AEC are here to support faculty in making course materials accessible in accordance with the updated guidelines in having a course report score of **70% or higher with no Major or Severe issues and alt text for all images**. The CITL Resources are available on the website and include the following:

- [Weekly Workshops on Tuesdays at 11 AM](#)
 - [YuJa Playlist of Previous CITL Workshop Recordings](#)
- Monthly Accessibility Tips in CITL Newsletter
- [Document Accessibility Best Practices and Checkers](#)
- [Individual Assistance Through Bookings](#)

[Learn More](#)

CITL Winter Workshop: Accessibility for Course Design

January 9, 2026
8:30 AM - 3:30 PM
LIB112

A day-long, in-person, hands-on, practical workshop to help faculty finalize their Spring 2026 courses.

[Register Now](#)

Tech Tuesday November Workshops at 11am on Teams

[Register Now](#)

[Watch Previous Workshops](#)

- **Nov. 4:** How to Make Discussion Posts More Engaging
- **Nov. 11:** Panorama & Spring Course Design Support
- **Nov. 18:** Get Your Ducks (and Turkeys) in a Row: Prepping for Next Semester
- **Nov. 25:** Panorama & Spring Course Design Support

Unenroll Students from Courses

Learn how to unenroll students who do not appear within your Eagle/Banner classlist, but do appear within your D2L/iLearn course(s).

[Learn More](#)

SPECIAL ANNOUNCEMENT

RETIREMENT ANNOUNCEMENT

We're excited to celebrate Dr. Kelvin Norman, who will be retiring from Tennessee Tech on February 6, 2026. Kelvin has been such an important part of the CITL team, always bringing thoughtful solutions, a collaborative spirit, and a true focus on helping faculty and students succeed. He has made a lasting impact on our work and on the Tech community. The CITL will host a retirement celebration on Friday, December 5th from 12:00 to 2:00 PM in LIB112 to wish him well.



Dr. Kelvin Norman

Dr. Norman's journey is pretty incredible. He started his career in the U.S. Navy as an electronics technician, later graduating from the U.S. Naval Academy and serving aboard the U.S.S. Bainbridge. After his service, he moved into computer networking and support before shifting to higher education. He spent 16 years at Nashville State Community College teaching networking, operating systems, and security while also earning his M.Ed. and Ed.D. from Trevecca Nazarene University.

In 2020, Dr. Norman joined Tennessee Tech as an Educational Technologies Specialist in the CITL and also taught as an adjunct in the Colleges of Education and Business. He is known for tailoring solutions to fit each faculty member's unique needs, always keeping student success at the center of his work.

We thank Dr. Norman for his exceptional contributions and wish him the very best in retirement.

JOIN US TO CELEBRATE

DECEMBER 5

12-2 PM | LIB112

Complete the form below to share a memory or thank you message with Dr. Norman. These messages will be shared with him at his retirement reception on Dec. 5th.

SHARE NOW!