Policy Number: 205 (NEW)

Policy Title: Caption Policy for GPC

AAPC Comments: There are concerns that this policy will limit the use of certain technologies that faculty use that cannot be captioned. What happens when faculty members are using technology on the fly that cannot be captioned or that cannot immediately be captioned? If a student who is hear-impaired who is registered with Disability Services signs up for a particular class, will the professor have to stop using that technology?

The 3 months requirement was also questioned. It would be very difficult for many students to meet, and it is unclear whether they must declare for a particular class or just any class. In some cases, such as between fall and spring semester, the schedule of classes is not available three months in advance. Is such a requirement consistent with ADA and BOR policies? Is it consistent with other USG institutions?

The policy does not specify who is responsible for actually doing the captioning. Is it the faculty member, Disability Services, or OIT?

POLICY:

All video and multi-media products purchased, created, or used by the College will be captioned or able to be captioned.

PROCEDURE: AAPC Comment: This is policy, not procedure

College representatives who create media will have it captioned according to the priorities defined below with the assistance of college resources (Disability Services and OIT):

Priority 1:

Media will be captioned when a student who is deaf or hard of hearing registers with Disability Services and declares they plan to take a class. Students must declare their intent to Disability Services staff to take a class at least 3 months prior to the semester the class is offered to ensure captioning is available. Disability Services will work with the instructor and other college personnel to: (1) identify what materials in the course need to be captioned, (2) obtain or create the captioned material, and (3) if captioning is not available in time, provide a transcript.

Priority 2:
Faculty and staff who are deaf and hard of hearing must contact the Director of Affirmative Action and Compliance in the Department of Human Resources who will work with Disability Services and OIT to provide appropriate accommodations.

Priority 3:

Videos and multi-media products purchased or created by the College that are publicly available must be captioned.

PPAB Approval Date: ________________

Policy Council Review Date (s):

SAPC: 9/22/11; FAPC:__________ ; ITPC___________ ; IAPC:________ ;AAPC:________