

From: Thomason, Scott

Sent: Wednesday, January 29, 2003 4:52 PM

To: All - Administrators; All - Classified; All - Confidential; All - Faculty; All - Management; All - Associate Faculty

Subject: Closed Captioning of videos.



In 1996 the Department of Education, Office of Civil Rights conducted a system wide review regarding access to students with disabilities in the California Community Colleges. Nine areas of deficiency were identified. The libraries in the college system were one of the deficient areas cited. Specifically, there were a significant number of videotapes in college collections that were not closed captioned, thus preventing access for students who are deaf or hard of hearing.

The Community Colleges Chancellor's Office received approval of a proposal that included six years' of funding to caption the backlog of uncaptioned videotapes still existing in college libraries. This funding began in 2000-01 and will end after the 2005-06 year. To date College of the Redwoods has captioned 68 district owned videos that are in the library collection or used by individual faculty for specific courses.

By sending this memo, we want to inform you that effective immediately, and in adherence to College of the Redwoods Board of Trustees Policy No. 809, any video purchased for the purpose of training, instruction, and information must be closed captioned. If a closed captioned version is not available from the publisher, and you purchase the video, please set aside funds to caption the video once you receive it. Video captioning services are available at the cost of \$6 per minute.

If you have any questions or need additional information, please contact my office.