

# Captioning Resources

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## Library

### Santa Ana College

Nealley Library (L Building)  
714-564-6700

### Santiago Canyon College

Library (L Building)  
Contact Circulation Desk  
714-628-5000

**All library owned videos at Santa Ana College and Santiago Canyon College are closed captioned.**

- Ensure that all items in Reserve Collection are captioned

## Distance Education Office

Cesar Chavez Building (A-101)  
714-564-6725

- **Available Software**
  - The following software are available on portable external drives for faculty to check out and use to develop screen captioned educational media.
    - Camtasia
      - Video-based screen capturing software program
    - Dragon Naturally Speaking
      - Speech recognition software
- **Online Video Library**
  - Intelcom
    - Academic Disciplines
      - *Allied Health, Anatomy, Business, Civics, Computer Science, Earth Sciences, Economics, Education, Environmental Studies, Ethnic Studies, Family/Consumer Science, Health, History, Linguistics, Math Preview, Oceanography, Philosophy, Physical Education, Physics, Political Science, Psychology, Religion, Sociology, and Urban Studies*

- Khan Academy ([www.khanacademy.org](http://www.khanacademy.org))
  - Educational Material
    - *Algebra, Arithmetic, Banking and Money, Biology, Calculus, Chemistry, Cosmology and Astronomy, Current Economics, Finance, Geometry, Linear Algebra, History, Organic Chemistry, Physics, Pre-algebra, Pre-calculus, Probability, Statistics, Trigonometry, and many more.*
- NBC Learning (<http://www.nbclearn.com/portal/site/learn>)
  - Provides original captioned NBC resources (news, video clips, and films)
    - Transcripts available
  - Available via Blackboard 9.1 through June 2012

## Using Web Resources

- **If classroom instructor plans on using web resources** (i.e. YouTube):
  - Choose web resources that provide the option to caption (cc button) or videos already captioned.
    - **The Captioned Accuracy Rate MUST be 100%**
    - **Captioning You Tube video Procedures**
      - Visit [http://www.youtube.com/t/captions\\_about](http://www.youtube.com/t/captions_about)
      - Contact owner and request captioning
  - Include a line on syllabus
    - **“This class will occasionally use web resources. If captioning is not functioning properly, contact instructor immediately.”**
      - Once instructor is aware of the need, contact the Alternate Media Specialist, and a transcript will be provided for the student if captioning cannot be accomplished within the timeframe (3-4 weeks).

## Available Funding and Criteria

- **Distance Education Captioning and Transcription (DECT) Grant**
  - If there is an “online” or “hybrid” component such as placing course documents (i.e. course syllabus, assignments, reading material, etc...) online, then, the educational media qualifies for the Distance Education Captioning and Transcription (DECT) Grant.
  
- **Criteria** ([http://www.canyons.edu/Offices/Distance\\_Learning/Captioning/faq/faq.htm](http://www.canyons.edu/Offices/Distance_Learning/Captioning/faq/faq.htm))
  - Hybrid classes (some instructional hours offered at a distance)
  - On-campus classes utilizing distance methods of content delivery as they evolve (e.g., class capture, web conferencing, vodcasting, podcasting, content posted within a Learning Management System)
  - Digital learning object repositories used to collect and make available digitized content; this content could be used by on-campus, hybrid, online, and other delivery methods

## Process for Existing Uncaptioned Educational Media

- **Each classroom instructor and/or department is responsible for getting their videos captioned.**
  - Responsibilities:
    1. Secure permission from the copyright owner (or at least be able to provide evidence of attempts (3) to secure permission)
    2. Securing funding for captioning fees
      - Permission granted to caption
        - Contact the Alternate Media Specialist for outsourcing information and to obtain a quote.
        - Quote is obtained from captioning vendor

## Captioning Fees

<b>Captioning Fees without menu</b>	<b>Captioning Fees with menu</b>
\$3.35 per minute (Flat Rate for Captioning)	\$4.35 per minute (Flat Rate for Captioning)
Other fees may apply <ul style="list-style-type: none"> <li>• Format Conversion (16 MM to DVD; VHS to DVD etc...)</li> <li>• Shipping</li> </ul>	

## New Educational Material Purchases

- Must be captioned
- Faculty purchased educational material must be captioned

## Media Production

Santa Ana College (L-116-3)  
714-564-6724

- Will **ONLY** provide copies of captioned educational material

## Legislation

- Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 et seq.)
- Sections 504 of the Rehabilitation Act of 1973 (29 U.S.C. §§ 794, as amended in 1998)
  - Prohibit discrimination against persons with disabilities.
    - <http://www.ada.gov/taman2.html>
    - <http://www2.ed.gov/about/offices/list/ocr/504faq.html>
- **Section 508 of the Rehabilitation Act**
  - *Section 508 requires Federal departments and agencies that develop, procure, maintain, or use electronic and information technology to ensure that Federal employees and members of the public with disabilities have access to and use of information and data, comparable to that of the employees and members of the public without disabilities— unless it is an undue burden to do so.*
    - <http://section508.gov/>
    - <http://www.access-board.gov/508.htm>
    - <http://www.justice.gov/crt/508/508home.php>
    - <http://www/htctu.net/publications/guidelines/altmedia/altmedia.htm>
- **Closed captioning of audiovisual materials in video format: Legal Opinion M 02-22**
  - This advisory answers questions which were raised by college officials about the options available to colleges to ensure that students with disabilities are provided equal, effective and legally-required access to audiovisual materials in video format.
    - [http://www.cccco.edu/Portals/4/SS/DSPS/dsps\\_09-10/11.\\_closed\\_captioning\\_legal\\_opinion\\_M\\_02-22.pdf](http://www.cccco.edu/Portals/4/SS/DSPS/dsps_09-10/11._closed_captioning_legal_opinion_M_02-22.pdf)

## Responsible Agencies for Ensuring Compliance

- **Office for Civil Rights**

<http://www2.ed.gov/about/offices/list/ocr/index.html>

*The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.*

*We serve student populations facing discrimination and the advocates and institutions promoting systemic solutions to civil rights problems. An important responsibility is resolving complaints of discrimination. Agency-initiated cases, typically called compliance reviews, permit OCR to target resources on compliance problems that appear particularly acute. OCR also provides technical assistance to help institutions achieve voluntary compliance with the civil rights laws that OCR enforces. An important part of OCR's technical assistance is partnerships designed to develop creative approaches to preventing and addressing discrimination.*

- **The United States Department of Education**

<http://www2.ed.gov/about/landing.ihtml>

*ED was created in 1980 by combining offices from several federal agencies. ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. ED's 4,200 employees and \$63.7 billion budget are dedicated to:*

- *Establishing policies on federal financial aid for education, and distributing as well as monitoring those funds.*
- *Collecting data on America's schools and disseminating research.*
- *Focusing national attention on key educational issues.*
- *Prohibiting discrimination and ensuring equal access to education.*

## Any questions regarding Closed Captioning Services at SAC please contact:

Angela Tran  
Alternate Media Specialist  
Santa Ana College, U-103  
Telephone: (714) 564-6819  
Email: tran\_nguyen\_angela@sac.edu  
Office Hours: T (9-6); TH (9-6); F (9-12)