

Closed Captioning Planning Document and Timeline

Content	Responsibility	Resources	Tools
New brief Welcome & LP Overview Videos created in YouTube	Instructor transcribes and adds to their YouTube account	Flexible Learning Team/Work Study	YouTube
New content videos developed in products such as Relay, Studio, Screen-cast-o-matic, etc. JING IS NOT AVAILABLE to be Closed Caption.	Work Study Student Close Captions & instructor reviews and approves. Recommended length of content no longer than 10 minutes.	Flexible Learning Team/Work Study	Studio & Relay recommended
Existing Videos made in Relay or YouTube	Content can be sent YouTube to be Closed Captioned. Work Study Student can close caption.	Flexible Learning Team/Work Study	
Third-party video content w/o captions	Instructor should work with Library staff to find an alternative or captioned version of the original. Another option would be to obtain permission to Close Caption resource.	ESS/Library Team	Amara.org Overstream.com
Adobe Presentations/Articulate	Instructors provide transcript for each slide	Flexible Learning Team	
Recordings of live lectures of a f2f class: <ul style="list-style-type: none"> • can only be used for review in the f2f course it is being taught in • lectures recorded for IVC or Adobe Connect cannot be Closed Captioned • cannot be used in fully online courses 	Live lectures are not Closed Captioned. This will be handled on a case to case basis.	Flexible Learning Team	
Purchased Media (DVD or Streamed)	The Library is responsible for maintaining a collection of captioned media resources that are available for faculty, staff, and student use. If there is media that is not Closed Captioned, the Library will assist in finding suitable replacements that are captioned.	ESS Team/Library	
All media purchased/created/used in curriculum/courses developed as a curriculum projects for Spring 2015 and moving forward must be Closed Captioned.	Instructor with support of ESS and Flexible Learning Team	ESS Team/Flexible Learning Team	
All media purchased and used within existing courses must be Closed Captioned by January 1, 2018. <ul style="list-style-type: none"> • Faculty must provide reasonable accommodations if students request accommodations of Closed Captioning before this date. 	Instructor with support of ESS and Flexible Learning Team	ESS Team/Flexible Learning Team	

Timeline:

Current: Library maintains resources that are Closed Captioned , buying only new media that is Closed Captioned
All course lectures/demonstration videos developed in Relay are being Closed Captioned.

Spring 2015: All new/revised courses going through ESS as a curriculum project due for Spring 2015 start and forward will include the requirement of Closed Captioning.

Spring 2018: All media purchased and used within existing Hybrid/Online/Virtual courses will have Closed Captioning by January 1, 2018.

***LYW courses will be treated as Online course content.**