Policy Title: Captioned Media Policy

Purpose:
To ensure compliance with State and Federal Legislation requiring captioned media.

Definitions:
Captioning is defined by the National Association of the Deaf as the process of converting the audio content of television, webcast, film, video, CD-ROM, DVD, live event, or other productions into text and displaying the text on a screen, monitor or other visual display system. And include the textual equivalent of spoken dialogue or narration as well as speaker identification, sound effects, and music description.
Closed Captions are captions that are visible only when selected and activated, such as on a television. Open Captions are permanently embedded in the audiovisual material.

Policy:
After January 1, 2019, faculty/divisions/departments must ensure that all new media (video) purchased or created is accurately captioned. Existing media (video) used in courses and on college websites and portals and in college libraries must be reviewed. All media used by Minnesota State Community and Technical College must comply with State and Federal Legislation by January 1, 2020 or must no longer be used. Resources and methods for captioning media are outlined in the Minnesota State Community and Technical College Captioning Media Procedure.

Captioned materials can be identified by the letters “CC” or a small television-like icon, but should be verified for captioning accuracy:

cc  cc  cc  cc

Associated Policies:
Minnesota Human Rights Act; Minn. Stat. 363A.13, subd.1
Rehabilitation Act of 1973, Sections 504 and 508: Rehabilitation Act of 1973
Americans with Disabilities Act Amendments of 2009: Americans with Disabilities Act 2009

Policy History:
Policy Owner:    Chief Academic Officer
Policy Author:   Dan Knudson, CIO
Date of Adoption:  6/19/2018
Date of Implementation:  6/19/2018
Date and Subject of Revision: Enter Date and Revision information.
Policy Group Assignment: Technology
Procedure Written:  New/Draft