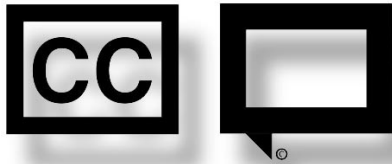




Subtitle Yourself



## Accessibility

## Awareness



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Bakersfield College Requires that **ALL MATERIALS** be accessible to individuals with disabilities. It is the instructor's responsibility to ensure that all materials shown in his/her classroom are captioned.

Bakersfield College is mandated by state and federal laws to provide reasonable accommodation to students, faculty, staff and visitors including accessibility of materials.



## Objectives:

**Fall 2017:** Bakersfield College will:

- Accessibility Task Force Year 3
- Promote Accessibility All the Time
- Create and establish processes and pathways that assist faculty, staff and students in creating accessible materials for classroom use.
- Ensure that campus events using video are accessible through use of live captioning or other methods.

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### Accessibility Task Force History:

In the Fall of 2015, Bakersfield College put together a task force for review of accessibility on campus. The task force is comprised of faculty, staff and administrators.

At the end of each academic year, we hope to attain a goal of equal access to audiovisual media shown on campus. This includes access for students, faculty, staff and visitors. All media purchased, developed and/or shown on campus will be accessible!

## Bottom Line: It's the Law!!

### All media must be accessible!

**11D3B: Access to Electronic and Information Technology: (added February 2, 2006)**

KCCD Board Policy States:

*Whenever the Kern Community College District enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the equipment or services purchased shall comply with, or be capable of conversion to meet accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunication products, video or multimedia products, and self-contained closed products such as copiers, desktop and portable computers.*

- **What does this mean?** Purchase and show ONLY captioned materials!
- **No Captions, now what?** You must gain permission from the copyright holder and have the DVD captioned!! Captioning is completed by outside vendors. It might be easier to purchase a newer copy of the material online—it may already be captioned!
- **Who Pays for this?** You or Your department. There is also a grant to cover costs for online or hybrid course materials to be captioned. It's called the Distance Education Captioning and Transcription Grant (DECT) and is administered by one of our other California Community Colleges. Contact BC Media Services for further details!



## Common Questions

### How does this impact me?

Keep in mind that many of our faculty and staff are deaf or hard of hearing. Generally, most faculty are made aware of accommodations requests when a student provides them with a copy of the DSP&S checklist. To be in compliance with the law, all materials should be captioned and readily accessible at all times.

Captioning provides both accessibility and benefits to many members of the campus community. In the spirit of equity and in consideration of the diversity of campus students, faculty, and staff, please consider activating captions on when showing a video and encourage others to do the same when showing materials on campus.

### How do I obtain permission?

If you need to obtain permission to close-caption from a copyright holder please see the form online Inside BC under the Employee Tab, Information Services/Media Services Section. The Captioning Permission Request Form is there. You can download it and send it to the copyright holder. Please allow for the appropriate response time.

Please note: Obtaining copyright permission and captioning media is the responsibility of the faculty and staff utilizing the media. DSP&S and Media Services staff can direct you to the appropriate forms.

### Can I caption my own material?

Yes! If you use YouTube! YouTube has their own closed-captioning editor. There are workshops offered by Staff Development throughout the semester on how to do close-caption your materials! We promise, it's not difficult, just time consuming! There are special considerations that must be taken into account in the formatting of captions to ensure accessibility for Deaf and hard of hearing students. Plan ahead!