

Policy Title: Closed Captioning for Video Recordings

Policy Type: Technology **New/revised:** Revised

Old Policy #: Closed Captioning

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: Establishes parameters and protocol for ensuring closed caption is provided for ETSU instructional materials and technologies. Provides information about services available to faculty using video recordings in online courses.

Policy:

ITS Digital Media Services captions videos recorded at ETSU for use in online courses (including those for which a development Memorandum of Understanding has been completed). Most captions are completed within two business days of the release of newly recorded material, but times vary according to the number of other projects already submitted. Online instructors will be notified if we exceed this limit so they may make adjustments to tests or assignments where needed. It is important to contact the office in advance of any captioning requests.

Online instructors should not purchase supplementary videos that are not closed captioned. If special caption assistance is required for supplemental materials used in an online class, a historic video clip for example, ITS will assist.

Please contact Information Technology Services for assistance 439-7000.

Notes:

Approved: Information Technology Governance Council

Reviewed: February 2017

Active since: November 2014

3/24/2017 – approved by the Board of Trustees.