

DATE:

TO:

FROM: Julie Pludow, DSPS Counselor

RE: Deaf and Hard-of-Hearing Students' Access to Videos

You are receiving this letter because one or more Deaf or hard-of-hearing students are enrolled in your class. The California Community Colleges have received money to modify videos previously purchased that do not have captioning.

If you are showing videos in your class or keeping them in reserve at the LRC, will you please check to see if they are captioned? Open or closed captioning is fine. Additionally, please check the equipment in your classroom. The television's closed-captioned option must be turned on. If you require assistance, please contact the AV department before the day you are scheduled to show the video. If your classroom television does not have a captioning option, the AV department can install a decoding device.

If your video is not captioned, please complete the attached sheet (one for each video) and forward the video and the sheet to the DSPS office, H202. The usual turn-around time to caption a video is 4-6 weeks. We appreciate knowing the exact day that you will need the video (you may attach a syllabus) in order to prioritize all requests. The cost of this service is covered by one-time funds to retrofit videos owned by the college. Please call our office (ext. 2780) if you have questions or need clarification.

For those professors that have additional questions about working with a Deaf or hard-of-hearing student in their classroom, please call me at ext. 2780.

Thank you for taking the time to become more familiar with students in your classes who have a hearing loss.