



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

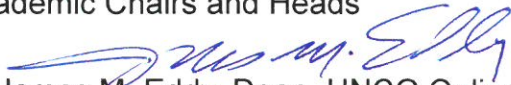
Division of Continual Learning

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Office of the Dean

January 25, 2017

To: Academic Chairs and Heads

From:  James M. Eddy, Dean, UNCG Online

RE: Closed-Captioning

Bruce Pomeroy, Director of the Office of Accessibility Resources and Services (OARS), and I have received numerous inquiries with regard to services available to assist academic departments and administrative units on campus to “close caption” the video material that appears in UNCG online courses.

The purpose of this email is to announce that Provost Dunn has allocated \$25,000 for the Spring 2017 semester to enable academic units to begin the process to close caption audio and video files that appear in UNCG online courses. If this process proves successful in Spring 2017, additional funds may be allocated for the 2017-2018 academic year.

Attached please find background information and guidelines to qualify to request these funds. The Closed Captioning Request Form is also attached. The staff at UNCG Online will process requests adhering to the guidelines in the “Closed Captioning Process Parameters”.

The first wave of requests will be processed beginning February 28, 2017. If funds remain after the first wave, a request for a second wave of proposals will be sent to academic department chairs and heads.

I believe this UNCG Online and OARS initiative will begin to bring UNCG online course related audio and video presentation into ADA compliance. Please contact me (jmeddy@uncg.edu) should you have questions.

Best wishes for a productive New Year.

Closed Captioning: One-Time Funds

Background Information

As per ADA and Section 504 regulations, video and audio files used in UNCG courses must be accessible and closed captioned when needed to accommodate deaf and hard-of-hearing individuals. UNCG Online has developed a process to caption audio and video files using an outside vendor. To assist academic units to address the backlog of course materials, Provost Dunn has allocated \$25,000 for the Spring 2017 semester to enable academic units to access the UNCG Online captioning process. These funds are for online course materials only.

How the Process Works

To make the most efficient use of the pool of funds, the following process will be implemented.

1. Academic units identify the online courses in need of closed captioning that impact the most students.
2. Academic units will complete the "Closed Captioning Request Form" herein, and submit the form to Leerie Jenkins at UNCG Online (ltjenki2@uncg.edu).
3. A committee of UNCG faculty and ITCs will review all proposals and make recommendations to Provost Dunn on funding priorities.
4. If a course is selected for funding, the faculty or ITC from the respective academic unit will work with Leerie Jenkins from UNCG Online to complete the "UNCG Online Transcription Request Form" to begin the captioning process.

Closed Captioning Process Parameters

1. Up to 6 hours of closed captioning services can be requested per course. (Courses with more than 6 hours should be considered for redesign.)
2. The maximum allocation for any one course is \$1,000.
3. The cost for closed captioning is currently \$160 per hour.
4. There is a five minute minimum per audio or video file. Any video submitted for closed captioning under 5 minutes will be charged for 5 minutes.

Closed Captioning Request Form

Please submit a form for each course.

1. Course Prefix, Number, and Title

2. How is this course delivered? (Check all that apply.)
 - Face to Face with audio and video files in Canvas
 - Web M Course
 - Web D Course

3. Are the audio/video files
 - Required course learning objects
 - Supplemental materials

4. To assist UNCG Online to plan for closed captioning, please provide an attachment (pdf, doc, or xls) to this form that includes the names of the files to be captioned, if they are audio or video files, and the duration of each file. An example is below.

NOTE: As we calculate the total duration of your media keep in mind that all media between 0:01 and 5:00 are treated as 5-minute videos by the third-party transcription service. For example, a 0:30 video will be considered as 5 minutes.

<u>Name of file</u>	<u>Audio/Video</u>	<u>Duration</u>
Course Introduction	Audio File	3 min, 30 sec
The Laws of Thermodynamics	Video File	15 min, 45 sec

5. Contact Information of Requestor

Name _____

Email _____

Phone _____

Dept./College/School _____

6. Approval of Academic Department Chair/Head

Print Name

Signature

Date

7. Approval of Academic Dean

Print Name

Signature

Date