

**Los Medanos College  
DSP&S**

**Alternate Media Policies and Procedures  
In compliance with Section 508 of the Rehabilitation of  
1998**

October 23, 2002

# **Alternate Media At Los Medanos College**

## Table of Contents

- Alternate Media Issues at LMC
- Community Colleges Alternate Media Guidelines
- Encouraging Publishers to Enhance Accessibility
- Alternate Media Committee Members from the State
- Section 508 Resources Dealing with Alternate Media
- LMC Response Team
- Disclosure Statement
- Alternate Media Production Policy Procedures for LMC
- Implementation of Alternate Media Policy
- Informing Los Medanos College Community
- Alternate Media Quick Information Guide
- Application for Alternate Media Services at LMC

## **Alternate Media Issues At LMC**

### **AB422, Section 508 of the Rehabilitation Act of 1998**

“On Sept 15, 1999 Governor Gray Davis signed into law Assembly Bill 422, which requires publishers of instructional material to provide the material at no cost in an electric format for use by students with disabilities at the UC, CSU and CCC systems. The new law, which became effective Jan. 1,2000, will assist colleges in meeting their pre-existing obligations to provide instructional material in alternate media. The electronic text supplied by a publisher may be use to produce large print, translated and sent to a Braille embosser, or accessed directly with speech synthesizers or refreshable Braille displays.”

“OCR has held that the three basics components of effective communications include. 1. “Timeliness of delivery, 2. Accuracy of the translation and, 3. Provision in a manner and medium appropriate to the significance of the message and abilities of the individual with the disability.”

### **The plan is to follow the Chancellors office Guideline for Producing Instructional and other printed material in an alternate format.**

The following are recommendations I believe would adhere to the Chancellors Guidelines:

### **One of the most important issues that seem universal with other colleges is timelines.**

- It is crucial that instructors order their textbook or any instructional material as soon as possible. At this time the bookstore can check with publishers about availability of an alternate format. All books should be checked for alternate format when ordered.
- If books are not available in alternate media, our Alternate Media Specialist can begin putting the text into an alternate format (see procedures). This will help LMC build a textbook (alternate format) library for future disabled students use.
- All new videos should be order in closed caption format.
- Videos are currently being formatted into closed captioning format, there are about 2000 videos in LRC2. We are asking for the most frequently used videos to be put into an alternate format first.
- Currently DVD's are not available in closed captioning format and are not used. If and when they are available, the faculty should be informed that when ordering DVD's they should be in closed captioning format.

## **ENCOURAGING PUBLISHERS TO ENHANCE ACCESSIBILITY**

In addition to satisfying specific requests, LMC is working to establish an ongoing relationship with major publishers to encourage greater accessibility of their products. To this end, LMC will:

1. Ensure that publishers and manufacturers of the printed instructional material are aware of disability access issues and informed that their products are frequently used by students with disabilities.
2. Work with the publisher to identify specific product support people, who are knowledgeable about making instructional materials accessible or who will be assigned to acquire training in this area
3. Notify the publisher of any issues that are discovered that create difficulties with screen readers or Braille translation software.
4. Encourage the publisher to have product designers address accessibility problems in the design of future instructional materials.

### **Alternate Media Committee Members From the State**

CHANCELLOR'S OFFICE CALIFORNIA COMMUNITY COLLEGES Ralph Black,  
General Counsel Carolyn Norman, Coordinator Scott Hamilton, DSP&S Coordinator  
Peggy Tate, DSP&S Program Assistant  
1102 Q Street, 3rd Floor Sacramento, CA 95814-6511

ASSISTIVE TECHNOLOGY SPECIALIST AND FACULTY RESOURCE CENTER Laurie  
Vasquez, DSP&S/Faculty Resource Center Santa Barbara City College  
721 Cliff Drive Santa Barbara, CA 93109-2394

ACADEMIC SENATE Edith Conn Ventura College  
4667 Telegraph Road

REPRESENTATIVE FROM STUDENT ORGANIZATIONS OF THE BLIND  
Nathanael Wales  
1906 Anderson Road, Apt. 228 Davis, CA 95616

STUDENTSENATE Sergio Carrillo Los Angeles Harbor College I I I I Figueroa Place  
Wilmington, CA 90744

ASSOCIATION OF BOOKSTORES Tom Livengood Long Beach City College Bookstore  
4901 East Carson Street Long Beach, CA 90808

CAPED Helene Maxwell, DSP&S Coordinator

## **Resources for Section 508. Dealing with Alternate Media**

Learning about the requirements of section 508 of the Rehabilitation Act as amended by the Workforce Reinvestment Act of 1998.

The Access Board

<http://www.access-board.gov/>

508 Training

<http://www.section508.gov/>

Department of Justice

<http://www.usdoj.gov/crt/508/508home.html>

Top Ten List Of Frequently Asked Questions: Section 508

<http://www.htctu.fhda.edu/standards/Top%2010%20FAQs%2004122001.htm>

Web Page Accessibility Validations

The following are software tools designed to improve the accessibility of HTML documents.

A-Prompt

<http://aprompt.snow.utoronto.ca/>

Bobby

<http://bobby.watchfire.com/bobby/html/en/index.jsp>

### **Learning About AB 422**

The actual Bill.

<http://www.htctu.fhda.edu/AB422.html>

### **DSP&S Response Team**

James Kolthoff Aternate Media Specialist ext. 3955

Carol Love DSP&S Tutoring ext 3106

Frances Moy High Tech Center Specialist ext. 3279

**ALTERNATE MEDIA PRODUCTION GUIDELINES/PROCEDURES FOR LMC  
IN COMPLIANCE WITH  
Section 508 of the Rehabilitation Act of 1998**

**“Alternate Media”** are instructional materials, textbooks, college publications, and/or library materials in formats accessible and usable by individuals with disabilities. The determination of the most suitable format of support should be made by DSPS credentialed staff, and whenever possible should be provided in the format preferred by the student. (California Community Colleges Alternate Media Guidelines, 2000) (Title V, Section IIIA(b)(7))  
Examples of alternate media formats: Braille, large print, and electronic text.

Los Medanos College will make alternate media available, upon request, of any publication they offer to the general public, such as the college catalogs, job announcements, etc. Instructional materials will be provided as per the following guidelines:

1. Eligibility for this service is determined by the DSPS Counselor, Specialist and/or the student advocating for themselves, and is based in part on the professional documentation provided by the student.
2. Each Student must complete a Student Education Contract (SEC) for each semester identifying books/materials and specific alternate media required.
3. ALTERNATE MEDIA SPECIALIST services must be requested each semester that they are needed.
4. Students using services of the ALTERNATE MEDIA SPECIALIST must be enrolled in the course for which they are requesting alternate format.
5. Students requesting materials in alternate formats must own a physical copy of the textbook or other course material, or obtain said materials before the ALTERNATE MEDIA SPECIALIST will begin production.
6. Requests for materials in alternate format will be considered on a case-by-case basis. Once a request is approved, the recommendation of DSPS Counselor and/ or Specialist and student input will be used in determining the specific media format for each academic course.
7. Alternate format requests must be submitted as soon as the student learns of their need; late requests will be honored provided that the student making the request understands that the ALTERNATE MEDIA SPECIALIST will set the timeline for completion of the work accordingly.
8. Turn-a-round times for alternate format requests will be determined on a case-by-case basis. Upon review of material to be formatted and converted, the ALTERNATE MEDIA SPECIALIST will notify the student of the projected completion date.

9. Material provided to the ALTERNATE MEDIA SPECIALIST for the purpose of conversion to alternate format may be disassembled and returned to the student in its altered condition, in special circumstances, DSPS will purchase an additional copy if the material is to be sent out for production to a off campus location.
10. The ALTERNATE MEDIA SPECIALIST will not be held responsible for any damage to the materials that occur as a result of conversion to alternate format.
11. The student will not copy or reproduce any material provided by the ALTERNATE MEDIA SPECIALIST, nor allow anyone else to do so. Misuse of this material will result in disciplinary action by the **Director of Instructional Support**.
12. Alternate Media provided by the ALTERNATE MEDIA SPECIALIST must be returned at the end of the semester that it was on loan. Students who do not return the borrowed alternate media by the end of the semester will have a **HOLD** placed on their records until the material is returned.
13. Students preferring to retain the alternate media are to provide the ALTERNATE MEDIA SPECIALIST with NEW blank disks compatible with those used on campus.
14. Students will be provided with one alternate format copy for each material required for academic use. This electronic file is copyrighted and may not be reproduced or distributed in a format other than a specialized format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other than a specialized format is an infringement.
15. Alternate media is provided for **Contra Costa Community College District** curriculum support only. Alternate media will not be provided for personal use.
16. Student questions regarding alternate format should be addressed directly to the Alternate Media Specialist/ High Tech Specialist.
17. The DSPS reserves the right to discontinue service if any of the above, or a combination of the above, are violated or abused.

## **Los Medanos College's Section 508 Alternate Media Policy**

Los Medanos College is committed to providing an inclusive educational environment, which is responsive and accessible to the needs of all students. LMC will implement AB422 according to the Chancellors guidelines to the fullest extent possible, to ensure that the regulations are in compliance with AB422. The faculty and staff of Los Medanos College will make every effort to have instructional, informational material available in alternate formats. The staff in DSP&S are available to support faculty with this effort.

### **Implementation of (Section 508) Alternate Media Policy**

1. Instructors will consider choosing textbooks that are available in alternate media form from the publishers.
2. If textbooks are chosen that are available in alternate media form from the publisher, the bookstore will notify the High Tech Center staff, the HTC staff can then inform faculty, student or staff that it is available.
3. If the chosen textbooks are not available in alternate media format, the bookstore will notify the Alternate Media Specialists, who will actually reproduce in an alternate format.
4. A current copy of every course syllabus offered at Los Medians College will be provided to the Alternate Media Specialists in electronic/paper format.
5. Current informational material will be provided to the Alternate Media Specialists.
6. Current instructional material will be provided to the Alternate Media Specialists.
7. The faculty and staff shall make every effort to purchase videos that are already closed captioned by the publisher. If a closed captioned version of the needed video is unavailable either from the publisher or the campus library, the requester should notify the alternate media specialists as soon as possible. If the alternate media specialists cannot produce or locate a captioned version, the requester may be required to select an alternate video.
8. Information presented via the Internet, it must meet section 508 requirements, (federal law requiring alternate format). See resources page.
9. Instructional and informational material must have a disclosure statement, informing that materials are available in an alternate format. See resources page.
10. Instructional and informational material in our campus labs, libraries, and learning centers will be made accessible in an alternate format.

### **Disclosure Statement**

This material is available in alternate media by request. For information, contact the Alternate Media Specialist at (925) 439-2181, extension 3955. TDD (925) 439-5709

## **Informing Los Medanos College Community**

The DSPS office will offer trainings sessions regarding alternate media.

1. Every semester the Alternate Media quick facts chart (see attached) will be mailed to the community.
2. Workshops will be held each semester for the Los Medanos College community.
3. New instructors attending the nexus meetings will be presented the alternate media policy and trainings on how to implement.
4. The alternate media specialists are available to answer individual questions and concerns.
5. The DSP&S response team will offer trainings to help educate faculty and staff regarding LMC's alternate media policy for more information, contact DSPS dept. at ext 3133.

## Los Medanos College Alternate Media Quick Information Guide

<b>What is Alternate Media</b>	Course material, which is put into another format, like Braille, so a student, can better access it.
<b>Purpose</b>	Alternate Media allows students with disabilities to use course material in a more accessible format.
<b>Alternate Media formats available at LMC</b>	<ul style="list-style-type: none"> <li>•Electronic Text</li> <li>•Large Print</li> <li>•Braille</li> <li>•Tactile graphics</li> <li>•Closed Captioning</li> <li>•Descriptive narration</li> <li>•Accessible websites</li> <li>•Accessible Distance Education</li> <li>•Recorded Tape Books or CD's</li> </ul>
<b>CCCCD Requirements</b>	<p>January 1998, as a result of a statewide review by the Office of Civil Rights, the Chancellor's office was asked to take steps to improve access for visually impaired students by:</p> <ul style="list-style-type: none"> <li>•Providing textbooks, instructional materials and other printed information in alternate media, such as Braille, large print, or electronic text</li> <li>•Providing materials in a timely and efficient manner</li> <li>•Providing distance education courses that have built in accommodations, i.e., closed caption, descriptive narrative</li> </ul>
<b>Legal Requirements</b>	<p style="text-align: center;"><b>Federal Law</b></p> <ul style="list-style-type: none"> <li>•Section 504 of the Rehabilitation Act of 1973</li> <li>•Americans with Disabilities Act of 1990</li> <li>•Section 508 of the 1973 Rehabilitation Act (as amended in 1998)</li> </ul> <p style="text-align: center;"><b>State Law</b></p> <ul style="list-style-type: none"> <li>•Title 5</li> <li>•AB 422</li> </ul> <p style="text-align: center;"><b>Law requires colleges to develop policies and procedures to ensure:</b></p> <ul style="list-style-type: none"> <li>•Timeliness of delivery</li> <li>•Accuracy of translation</li> <li>•Provision in a manner and medium appropriate to the significance of the message and the abilities of the individuals with the disability</li> </ul>
<b>Role of DSPS</b>	<ul style="list-style-type: none"> <li>•Determine if a student is eligible for services</li> <li>•Identify and authorize Alternate Media accommodations</li> <li>•Determine policies and procedures for student accommodation request</li> <li>•Provide assistance to the LMC community with alternate media requirements</li> </ul>
<b>Obtaining Services</b>	<ul style="list-style-type: none"> <li>•Submit an application for Alternate Media service</li> <li>•Contact James Kolthoff, Alternate Media Specialist, at ext. 3955</li> </ul>

**Application for Alternate Media Services  
At Los Medanos College**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Phone Number or email \_\_\_\_\_

**Please use one form per request.**

***Instructor:***

Los Medanos College's DSP&S department certifies that above mentioned student has a verified disability. Documentation verifying this disability is on file with the DSP&S office. This student is eligible for course materials including syllabus, all class handouts and tests in an alternate media that is appropriate for the student's learning style. The materials will be altered according to the student's needs. Our goal is to provide access for all.

Course Instructor: \_\_\_\_\_ Course Title: \_\_\_\_\_

Material Title: \_\_\_\_\_ Chapters: \_\_\_\_\_

Requested format:

Braille       Tactile Graphics       E-Text       Large Print

Text to Audio       Other: \_\_\_\_\_

Options for dropping off course materials:

\_\_\_ Send by campus mail to James Kolthoff box 326

\_\_\_ Send by email: [jkolthoff@losmedanos.net](mailto:jkolthoff@losmedanos.net)

\_\_\_ Hand deliver to Frances Moy room 625

Options for picking up completed requests:

\_\_\_ Return by campus mail to box \_\_\_\_\_

\_\_\_ Pick up material from Frances Moy room 625 by Instructor/Student.

Date: \_\_\_\_\_ Requested Return Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Please allow adequate time for requests to be filled. Times vary by amount of material, complexity, and difficulty of translation into alternate media preference. If you have any questions or concerns, please contact James Kolthoff at ext. 3955.

***Student:***

I understand that this information should be considered confidential. The accommodations listed above are identified in Section 504 of the National Rehabilitation Act of 1973 Americans with Disabilities Act, which deals with non-discrimination of disabled students in post secondary settings. I, the undersigned student, understand that the accommodations approved above are reasonable for certain classes or educational settings at this college and may not apply to other institutions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_