



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Guidelines

Guidelines for Captioning

Purpose

The guidelines in this document address the use of captioning technologies and processes for Texas Tech University Health Sciences Center at El Paso (TTUHSC EP), to ensure compliance with requirements of the Americans with Disabilities Act (ADA) related to the delivery of audio/visual content as mandated in Section 508 of federal Accessibility legislation and the Texas Administrative Code.

Federal accessibility regulations ensure equal access among students, faculty and staff at Higher Education Institutions (HEIs), especially those institutions that are state entities. According to federal and state standards, the following guidelines will assure audio and video content is developed using procedures that ensure access and accommodations for students, faculty, and staff.

Operational guidelines are as follows:

1. All audio and video content, including all audio-visual curriculum learning materials, must be captioned prior to posting or distribution.
2. Captioning must be conducted using the platform and/or third-party application that is made available by TTUHSC EP through a contractual agreement.
3. Each TTUHSC EP school must ensure training of the captioning platform and/or third party application via trainings made available by the institution.
4. All video and audio media that was used for curriculum and instruction prior to the development of captioning guidelines should be subject to assessment of continued use and captioning requirements, in order to be used in future courses and when uploaded to Learning Management System (LMS) platforms. This assessment includes adherence to archive policy, accreditation standards, and the academic [Accessibility Policy HSCEP OP 77.14](#).
5. In alignment with the academic Accessibility Policy and federal requirements for accuracy, captioning should adhere to accuracy threshold of 99% for all audio and video materials.
6. Each TTUHSC EP school should develop an editing process to ensure captions that are accurate, consistent, clear, readable and equal. The recommended guidelines for captioning can be found in the *Captioning Key* published by the [Described and Captioned Media Program \(DCMP\)](#), a free resource funded by the U.S. Department of Education.
7. According to best practice and to ensure captioning of restored course materials, each TTUHSC EP school should develop a review process that aligns with [HSCEP OP 59.00](#) Course Archival and Restoration Policy for audio and video materials used for curriculum delivery.

8. Processes and development of academic audio and video content must also align with established procedures for disability accommodations, as outlined in the TTUHSC EP Institutional Student Handbook section on Student with Disabilities, as well as HSCEP OP XX. XX, on Electronic Information Resources (EIR).
9. Faculty, staff, and administrators deviating from these guidelines must recognize, that in doing so, they position the institution at risk of federal law violations, penalties, fines, and sanctions, as stipulated by federal, state, and local governing bodies, as well as accreditation entities.

Review

Captioning guidelines shall be reviewed by the eLearning Committee annually or as relevant state or federal legislation changes. Any proposed changes to the Guidelines for Captioning shall be forwarded to the Academic Council and the eLearning Committee for review.