

## **ALTERNATE MEDIA CENTER**

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Disabled Student Programs and Services (DSPS) provides alternate media for students with verified disabilities for required textbooks, course materials, class handouts, exams, other print materials, and videotapes.

## **ALTERNATE MEDIA FACILITATOR**

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Katrina Ostby joined the Disabled Student Programs and Services department in January of 2002. For more information about your alternate media needs, please feel free to contact her at:

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## **DISABLED STUDENT PROGRAMS AND SERVICES**

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- DSPS Endowment Fund
- Frady Family Scholarship Endowment
- William Larrick Trevathan Fund to benefit The Learning Disabled



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# **CUESTA COLLEGE**

## *DISABLED STUDENT PROGRAMS & SERVICES*

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# **ALTERNATE MEDIA**

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## ALTERNATE MEDIA CENTER

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The Cuesta College Alternate Media Center was established in 2002. The AMC is dedicated to ensuring that students have the course materials they need in a format they can use. The Center has specialized equipment to scan books and documents, software to convert scanned images to text, software for the conversion of text to braille or to audio files, equipment to emboss braille and tactile images, and equipment and software for captioning videotapes.

### What is alternate media?

- Print materials are converted into **electronic text**, such as Microsoft Word or Adobe PDF files, which can be accessed with screen reading or screen enlargement software.
- Print materials are translated into **Braille**.
- Print materials are converted to **large print**.
- Print materials are recorded onto **audiotape**, either by a person reading the text, or by a computer generated speech as **MP3 files**.
- Diagrams and figures are embossed to allow people with vision limitations to feel the **tactile images**.
- Videotapes and digital videos are edited to include **closed captions**.

### How does an instructor request alternate media?

- The Alternate Media Facilitator (AMF) makes an effort to contact instructors who have a student with a vision or hearing disability.
- Instructors with students with print disabilities are asked to submit class handouts, quizzes, tests, and other print materials to the AMF three to five days before they will be needed in class, to provide the date they are needed, and to provide the initials of the student.
- Instructors are asked to provide as much lead time as possible for closed captioning videotapes.

### How does a student request alternate media?

- A DSPS Specialist or Counselor verifies the disability, determines the need, and authorizes the appropriate type of alternate media. This must be done annually.

- All services are requested at the DSPS Support Services Reception Desk.
- The student fills out the *Request for Alternate Media* form or the *Request for Taped Texts* form and turns it in at the DSPS Support Services Desk.

### How long does it take to obtain alternate media?

- Upon receipt of a request, the AMF will e-mail or phone the student or instructor with a time line for the project. Students will receive another call or e-mail when the material is ready for pick up at the DSPS Support Services Reception Desk. Requests from instructors will be delivered to the instructor's campus mailbox or to the DSPS Testing Center, as appropriate.
- The amount of time it takes depends on the type of starting material and the number of pages. If the material is already on a computer, such as a MS Word document, alternate media can be created in a few hours.
- A printout of a course syllabus, handout, or other short document takes about a day.
- Tactile diagrams take 2 to 5 days.
- Closed-captioned videotapes take 2 to 6 weeks.
- Textbooks take longer, between 2 and 8 weeks, depending on the size of the book and the format needed. Students are encouraged to submit Alternate Media Requests as soon as they register for classes.
- Production times may be faster or slower depending on the number of requests received each semester.

### Who creates alternate media?

- The Alternate Media Facilitator and the Alternate Media Technician create electronic text, braille, tactile diagrams, and closed-captioned videotapes. The AMF arranges to obtain some materials from other sources.
- The Alternative Text Production Center (ATPC) in Ventura obtains electronic text from textbook publishers, and creates electronic text and braille.
- The Support Services Coordinator arranges for volunteer readers to record books on audiotape.

### What does the Alternate Media Facilitator do?

- The AMF works with faculty members who have students with disabilities, so they can provide

class handouts and exams in an accessible format in a timely manner.

- The AMF reviews web sites and distance education courses, and provides training to faculty and staff as necessary to make those resources more accessible to everyone, including students with disabilities.
- The AMF works with faculty members to make sure that the videotapes they use are available with closed captions.
- The AMF monitors faculty selection of textbooks, videos, software and other media formats to ensure adherence to current legislative requirements.
- The AMF provides workshops related to alternate media and web accessibility

### What other resources are available for faculty?

- The DSPS Department has two excellent videotapes on working with students with disabilities. These are available from the AMF.
  - Do-It! *Fully Including Students with Disabilities in Math and Science Classes*.
  - Do-It! *Building the Team: Faculty, Staff and Students Working Together*.
- The AMF has a document on *Collaborative/Inclusive Strategies for Teaching Math to Students with Visual Impairments*.
- The AMF has several tools which can be used in class, including:
  - a raised line drawing kit which can be used to create line drawings or geometric shapes as easily as drawing them on paper
  - magnetic numbers which may be useful in math classes

### What about last minute requests?

- Cuesta College has a responsibility to provide Alternate Media to students with disabilities at the same time print materials are provided to their classmates.
- The requested lead times allow us to schedule the work efficiently.
- If you cannot provide the requested lead time, please call the AMF directly and discuss the project with her.