Milwaukee Area Technical College is committed to the fundamental academic principles of equity and accessibility by providing all students and staff with equitable access to the College's programs, services and staff activities. In order to honor this commitment and comply with the Americans with Disabilities Act (ADA and ADAAA), Section 508 of the Rehabilitation Act of 1973, and the Twenty-First Century Communications and Video Accessibility Act of 2010 (CVAA), the MATC community is committed to fully implementing the usage of captioned media to provide equal access to all programs and activities for individuals with disabilities.

The most effective means of providing equal access to curricular programs and other media used as part of the curriculum is through the use of products with open or closed-captioning. It is the responsibility of all departments, administrators, faculty and staff to utilize only media with open or closed-captioning.

Closed Captioned Compliance Statement

To meet its compliance requirements MATC will:

● Use hardware and software products and promote universal access.
● Use and purchase visual media and multimedia materials that are accessible (captions appear on screen with the visual content video).
● Follow the Federal 504/508 standards in regards to web accessibility and closed captioning guidelines.

Implementing Closed Captioning at MATC

It is the responsibility of the visual media creator to be accountable for ensuring all visual media used is closed captioned.

If the visual media in question does not have closed captioning it cannot be shown/used in the classroom, nor can it be published on MATC webpages or in the learning management system. The college provides closed captioning software, Yuja for instructors to use and instructions for how to caption new and existing content. This software is available to faculty, staff and administrators as an integration with the learning management system, Blackboard. In addition, closed captioning instructions are available on the Video Accessibility guide.

Captioning your own videos:

MATC requires all faculty and staff to caption their own visual media if the visual media is not already captioned.

Purchasing Videos and Other Media:

The purchaser is responsible for ensuring closed captioning is present when:
● Purchasing and using captioned media for teaching purposes within their particular classroom and/or department;
● Substituting video or other media with captioning in the place of an older versions without captioning; and
● Updating all media to include only those with captioning;
● Purchases should follow any/all Purchasing department's procedures/requirements.

Existing Non-Captioned Media:

The visual media creator or purchaser is responsible for:

● Contacting the library staff or vendor to inquire about a captioned version of the film;
● Consulting with MATC's library staff to inquire about availability of a captioned version of the film through interlibrary loan;
● Seeking an alternative video with closed-captioning;
● Determining if the video is essential to a course outline or may be deleted from a syllabus or planned program;
● All purchases must follow the college's purchasing processes including review of software by IT/cyber security.

Questions and Concerns

If you find a video on our website, in a classroom or at a college event that is not closed captioned, or would like to report a concern about the closed captioning, please contact: onlinelearning@matc.edu.

Office of Responsibility: Vice President of Learning
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