



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Retention, Outreach and Inclusive Student Services

Effective Date:

01/01/2022

Procedure Number:

ROI-p.006.02

Student Affairs Working Procedure on Note-Taking Services

Intent: To provide services to students whose documented disability makes notetaking in class difficult or impossible.

Background: CSU Coded Memorandum AA-2014-08, CSU Executive Order No. 1111, The Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; and applicable state laws including but not limited to the Donahoe Higher Education Act, Education Code sections 67302, 67310-13 and sections 11135 and 12926 of the Government Code.

Accountability: Vice President for Student Affairs, Associate Vice President for Student Affairs – Retention, Outreach and Inclusive Student Services, the Director of DASS and all DASS professional staff and the ADA Coordinator for Students.

Applicability: Students enrolled full or part time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education.

Definition:

Note-taker: Person who takes classroom notes for someone else.

Business Day: A business day is defined as Monday-Friday dates, weekend and holiday dates are not included.

Procedure:

1. Once a student has established eligibility for note-taking services, they must request the service each semester and for each class in which note-taking services are needed.
2. With the exception of Math & Science courses, all note taking requests are provided via a contracted vendor service, Note Taking Express (NTE).

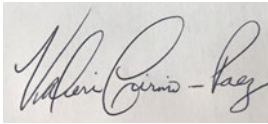



3. DASS staff will assign the student an NTE on-line account, and the student will receive a notification with account information via their MyCI email account.
4. NTE requires the student to audio record each course lecture. Students are responsible for recording each lecture and uploading the course content into their assigned NTE account.
5. NTE will assign a professional note-taker to review the recording and summarize the audio content. Students may upload course PowerPoints into their NTE account that align with the submitted recording
6. Upon completion of the NTE process, students will receive notification email that the notes are ready for downloading
7. Students are responsible to notify their DASS counselor if they have a documented disability related reason that makes it appropriate to utilize NTE services. Upon the completion of an interactive process with the student and DASS counselor, if it is determined NTE services are not appropriate for the student, DASS will secure a peer note-taker (see below) enrolled in the course. DASS students also have the option of directly asking a student enrolled in the course if they would be interested in becoming a DASS peer note-taker. In this case, the DASS student must notify DASS staff that they have referred a student to the DASS office by sending an email to: notetaking@csuci.edu.

Peer Note Taking Services

- Stipend Peer Note Takers are students enrolled in a course in which notes are requested and NTE is not the appropriate option. Stipend Peer Note Takers receive compensation at the end of the semester for providing a copy of their notes via DASS on-line services within 24 hours after each lecture has been completed.
 - Hourly Note Takers are DASS Student Note Takers who are not enrolled in a course but are assigned to a specific course when a stipend note taker cannot be obtained. They are paid hourly and are asked to submit notes to DASS within 24 hours of each lecture. Please note the 24-hour time frame does not include weekend days or holidays. If a course session takes place on a Friday, notes will be uploaded on the following Monday.
1. If NTE is deemed not applicable to a student or course, DASS staff will first attempt to secure a Stipend Peer Note Taker enrolled in the course.
 2. If a Peer Note Taker cannot be secured, DASS staff will contact faculty to request assistance to secure a Stipend Peer Note Taker.
 3. If an in-class Stipend Peer Note Taker cannot be secured, DASS will recruit an hourly paid Student Note Taker not enrolled in the course.
 4. Due to confidentiality regulations, Peer and Hourly Note Takers provide completed notes to the DASS office, and do not receive information regarding the student for whom they are taking notes.

Note-Takers

1. All DASS Note Takers must be in good academic standing, complete DASS on-line note taker training, and produce readable notes.
2. The note taker is responsible for uploading the notes to their DASS online profile. The notes must be scanned and uploaded within 24 hours from when the class met. As noted above, the 24-hour time frame does not include weekend days or holidays. If a course session takes place on a Friday, notes will be uploaded on the following Monday.
3. Notes must be legible. If they are not, the student note-taker will be required to type the notes.
4. The stipend peer note-taker will receive a stipend amount of \$100 for lecture courses and \$50 for labs/activities at the end of the semester, depending on the submission of notes for the course.
5. All note-takers must complete DASS paperwork and submit to: notetaking@csuci.edu at least 30 days before the end of the semester.
6. If DASS does not receive invoices and 204 Forms within 7 business days after the semester has ended, the note-taker will forfeit payment.
7. If a note-taker decides that they must drop their position, they must notify DASS two weeks in advance and will receive payment based on the submission of their notes and required documentation. Note-takers are not required to work on weekends, with the exception of Saturday classes.

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