

MINUTES

High Tech Center Training Unit Advisory Committee Meeting

High Tech Center Training Unit – De Anza Community College

Friday, January 16, 2009

COMMITTEE MEMBERS

Gaeir Dietrich	HTCTU	Interim Director	present
Bong Deiparine	HTCTU	Program Secretary	present
<i>Vacant</i>		Region 1	
Thad Selmants	Sierra College	Region 2	present
Jim Kolthoff	Los Medanos College	Region 3	teleconference
Kathleen Allen	Chabot College	Region 4	teleconference
Nancee Carrillo	Modesto Junior College	Region 5	present
<i>Vacant</i>		Region 6	
Tina Andersen- Wahlberg	Glendale College	Region 7	teleconference
Scott James	Santiago Canyon College	Region 8	teleconference
Fred Frontino	Mt San Jacinto College	Region 9	present
Carl Fielden	Grossmont College	Region 10	present

STAFF/PRESENTERS

Scott Valverde	Chancellor's Office	present
Carol Studier	MPR Associates	present
Jayne Johnson	HTCTU	present

Gaeir Dietrich and the members of the committee gave tribute to the HTCTU founder and Director, Carl Brown.

Steve Sellitti, Dean of Special Education, announces to the committee Gaeir Dietrich as the Interim Director of the HTCTU.

Review Minutes of Previous Meeting

- Corrections were made:
 - *Mike Buckley* instead of Scott Buckley;
 - *James Glapa-Grosslag* instead of James Glapa;
 - Funding will go out on 40% advance / 40% / 20% (*no* "if needed");
 - "access to print" should *not* be included on budget allocation.

New Business

Transition Plan

- HTCTU Director job description will be reviewed and rewritten and will undergo an approval process. There is a plan to restructure the Director position to be half instructor and half administrator. The position will hopefully be opened close to summer and will be publicized nationally.
- Sean Keegan left the HTCTU and took a job at Stanford University.
- Jayme Johnson is now the new Web Accessibility Trainer.
- Assistive Computer Technology Instructor position will be opened sometime June or July. The new ACT Instructor will be working closely with the Network Technician as well as the IT on campus. The Network Technician position “might” be reinstated back to full time.
- Scott Valverde recommends continue having a workplan draft during committee meetings for review.

HTCTU Training Update

- Training schedule will now be posted online by semester instead of quarterly.
- New trainings include:
 - Learning Management Training, March 11
 - Daisy Plug-in, April 16
 - Pulse Pen, June 17-18 (2 day training)
- Gaeir has been doing presentations on Alternate Media for the LD Specialists at the LD Eligibility Model Trainings with Marcia Krull and Patty Flores-Charter.
- Tina Anderson-Wahlberg suggests:
 - Put Jayme Johnson’s Selecting Software for LD Training out on CAPED LD listserv
 - Teaching hybrid classes using publisher created web-based material

Advisory Board Update

- Carl Fielden, Advisory Board Chairperson, will be writing the agenda and chairing the future Advisory Meetings.
- Representations for regions 1 and 6 need to be filled up. Scott Valverde will talk to the regional directors and coordinators prior to the February Regional Coordinator’s Meeting.

Staff Reports

Gaeir Dietrich, Alternate Media Update

- Gaeir, Jayme and Sean are still in the process of working on the @One project. Gaeir said the project should be completed sometime summer 2009.
- 508 trainings were conducted at Saddleback, Mt. San Antonio, Butte, and Fresno Colleges as well as CAPED. Future 508 trainings include San Diego on February and another one in Fresno.

- Southwestern College BSI (Basic Skills Initiative) headed by Frank Post and Patty Flores-Charter is using some tools in Kurzweil to develop the curriculum. Gaeir will be doing training to their instructors about the features of Kurzweil.
- Gaeir encouraged the committee to talk to their regions for her and Jayme to come out to their colleges during flex-week and conduct trainings.
- Santa Clara Valley Medical Center is interested to work with the HTCTU and their rehab department. Debbie Burdsall will be visiting the HTCTU on January 28, 2008.
- Sherry Miller is the new representative for Bookshare for Higher Education. Bookshare is now free to all institutions and students.
- Gaeir and Sam Ogami of CSU Chancellor's Office are developing a DAISY and Higher Ed working group with the DAISY consortium.
- AccessText Network (ATN) of University of Georgia will serve as a portal system in requesting books that will go out to publishers by just filling out one form. There are currently eight big publishers involved. Christopher Lee is the head of ATN. The ATPC is also looking at using ATN.
- Braille Training in Orange County sometime April.
- Upcoming Conferences:
 - TBI Conference, February 9-10, Holiday Inn Capitol Plaza, Sacramento.
 - CTEVH (California Transcribers and Educators of the Visually Handicapped), March 12-15, 2009, SF Airport Marriott, Burlingame
 - CSUN, March 18-21, 2009, LA Airport Marriott, Los Angeles
 - TechEd, March 22-25, 2009, Ontario Convention Center, Ontario CA

Jayme Johnson, Web Accessibility Update

- Jayme is taking part of the 508 training and also acquiring new skills in Math and PDF Accessibility, Applications for Creating Web Media, Web Standards and Web Technology listservs.
- Collaboration with other agencies: @One project, CSU & UC Summit, Community Organizations, Stanford Mechanical Engineering AT project, ATHEN, Educause, Knowbility, AHEAD, RFB&D, NLS, DAISY Consortium, Braille Institute, Dept. of Rehab, Galvin Group, OCR, etc.
- Attended Mac World and CalWAC
- Upcoming Conferences:
 - Assistive Technology Industry Association (ATIA), January 27-31, Orlando Florida. He is presenting "SSSLD".
 - Moving the TBI Agenda: Change Challenges & Collaboration, Feb 9-10, Sac CA
 - California State University Northridge (CSUN), March 18-21, LA. Presenting Captioning Podcasts and Digital Media, SSSLD and DAISY in Higher Ed.
 - Tech Ed, March 21-25, Ontario CA. Presenting SSSLD and Equal Access to Education with Podcasting and Creating Accessible PDF Documents with Adobe Acrobat Pro 9
 - Northern Rocky Mountain Chapter of AHEAD Conference, May 17-21, Billings Montana
 - Online Teaching Conference, June
 - AHEAD, July
- Distance Education Access Guidelines

- Redefine the media categories and provide basic best practices for discreet media types.
- Include the WCAG 2.0 standards and address the technology concerns related to delivering distance education, and focus on concepts that cover media types rather than naming specific technology that will inevitably become outdated.
- New Trainings:
 - SADX
 - Pulse Pen
 - Revised; Accessible PDF Documents with Acrobat 9, Creating Accessible Powerpoint Presentations, Accessibility in Learning Management Systems, Screen Reader Day, DVD Captioning and Captioning for the Web
- Future New Trainings:
 - Flash Accessibility
 - Dreamweaver Accessibility
 - Access Concerns in Emerging Digital Media
 - Social Media and Accessibility

Bong Deiparine Report

- The HTCTU is in the process of updating the High Tech Center Locator Site on the website. All the directors/coordinators of the 113 colleges were asked via email to send in information updating the list of alternate media, high tech and LD specialists with their corresponding contact info. 72 colleges confirmed and 41 have not responded. The committee was given the list of those colleges that need update. Gaeir will do a follow-up email to the listserv and hope to complete this project by middle February.
- The photo album in HTCTU website is also in the update process. An album tribute to Carl will be posted very soon.
- The new HTCTU outdoor sign is up.
- The committee suggested having an FAQ section in the HTCTU website similar to the old “shoebox”.

ETAC (Educational Technology Advisory Committee) Update

- Laurie Vasquez will forward an email to the board from Barbara Beno, President of the Accrediting Commission for Community and Junior Colleges, regarding New Distance Ed Requirements of the Higher Education Act 2008 dated September 24, 2008.
 - “This memo serves to notify your institution that by the time of 2010 comprehensive evaluations, if not before, the Commission will require your institution to demonstrate that it has practices that meet the requirements of the law. The Commission urges institution to begin work to develop the capacity to authenticate the identity of distance education students”
- Next ETAC Meeting, January 28, 2009
- ETAC is in the process of doing a retention study with some colleges to inform the BOG’s report on Distance Ed due on May.
- Laurie, Chair of ETAC, is also involved in the Action Plan 4 Meeting by the end of January 2009.

ATPC Update

- Jaime Montgomery is the new Electronic Text Coordinator of the ATPC, taking over Martin Crosley's position.
- ATPC will be using ATN website for book requests using ISBN # and publisher.
- Cathy Hartnett is contracted by the ATPC to do stock requests from their catalog.
- Jaime visited Ironwood and Avenal State Prisons.
 - Ironwood plans to expand the number of students from 12 to 24
- Jeff Bauer is the new IT support for ATPC in Ventura College
- Jaime together with Jeff Bauer and Mike Bastine will be at the ATIA Conference in Orlando at end of January.
- Next ATPC Advisory Meeting is on February 20, 2009

Chancellor's Office Update

- Sen. Jack Scott, new Chancellor as of January 1, 2009
- Governor released proposed budget for 2009-2010
 - Increase from 115M to 118M with 3% growth and no COLA
- DSPS is exempt from an executive order the Governor signed for state agencies to do unpaid furloughs.
- Distance Education Access Guidelines Task Force; Lucinda Aborn, Brian Brautigam, Laurie Vasquez, Jayme Johnson, Scott Vigilant, Scott Valverde and Catherine Campisi.
- 508 Summit, February 24, 2009, Chancellor's Office in Sacramento
- 21 Site Visits, between February and May 2009
- New PADS Project:
 - University of Georgia will do the study, evaluation and make recommendation on the current version of the LD Eligibility Model. Next LD Advisory Group Meeting will be on February
- ATPC informed Scott that the California Prison Industry Authority is taking over operation of Folsom Prison.
 - Folsom Prison will have a possibility of charging fees for any work request from the HTCTU and ATPC at least not for this year.
 - The program moved into a new and bigger facility from 600 sq.ft. to 6000 sq. ft.

MPR Update

- Carol Studier of MPR presented to the board Phase II of their research on Accessibility of Distance Education. MPR is an education research and evaluation organization based in Berkeley, California.
- The study is to determine accessibility of distance education courses system-wide as well as identify and quantify the "real costs" to meet accessibility requirements.
- Phase II is Cost Analyses which is to be completed on January 2009. Please refer to attachments for the detailed presentation.

Handouts Provided:

- Minutes September 26, 2008 by Gaeir Dietrich
- Notes September 26, 2008 by Kathleen Allen
- Outdated College HTC Locator List
- MPR presentation materials

Next Meeting: May 8, 2009