

MINUTES
High Tech Center Training Unit Advisory Committee
Meeting

High Tech Center Training Unit – De Anza Community College
Friday, May 8, 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	not present
Jim Kolthoff	Los Medanos College	Region 3	teleconference
Kathleen Allen	Chabot College	Region 4	present
Nancee Carrillo	Modesto Junior College	Region 5	not present
Rick Carnahan	Oxnard College	Region 6	teleconference
Tina Andersen- Wahlberg	Glendale College	Region 7	teleconference
Scott James	Santiago Canyon College	Region 8	present
Fred Frontino	Mt San Jacinto College	Region 9	not present
Carl Fielden	Grossmont College	Region 10	present

STAFF/PRESENTERS

Scott Valverde	Chancellor's Office	present
Jayne Johnson	HTCTU	present
John Throm	Student Senate Region 2	present
Jaime Montgomery	ATPC	teleconference

The Advisory Board welcomes new members of the committee:
Rick Carnahan, Oxnard College, representing Region 6.
John Throm, Region II Senator, representing Student Senate.

Gaeir Dietrich is officially the HTCTU Interim Director.

New Business

Sending/Receiving Electronic Files

- Scott James expressed concerns on sending files through unsecured internet sites that may have copyright issues with publishers. He recommends looking into using MagicVortex to send and receive files from other community colleges. MagicVORTEX is a file transfer service that makes it easy to send large files of up to 2GB to anyone on the Internet.
- Jayme Montgomery of ATPC will do further research in getting more information on MagicVortex, its cost and maximum upload capacity for the community college system use.

HTCTU Hotel Info Update

- In general, the advisory has agreed to keep the hotel maximum limit to \$110.00 for all hotels with car rental when necessary.
- Preferred hotel is Cupertino Inn for \$129.00 (plus taxes) which includes limo service and breakfast. HTCTU will cover the entire amount provided that there will be no rental car reimbursement.
- Standard rooms only.

The HTCTU plans to contract with a copyright lawyer for opinions on captioning Web media. This information will then be passed on to the Chancellor's Office.

Returning Vets

- The HTCTU has contracted with Myra Lerch to do trainings at the HTCTU and offsite for the returning veterans. Myra has a speech pathology background and has worked with veterans at Butte College.
- The goal to create a curriculum with the right technology considering their limitations and abilities and teaching them on how to use them.
- Myra will then contact the 10 Regional DSPS Directors and arrange trainings to interested community colleges.
- Proposed colleges for vet site visit
 - Glendale College (region 7)
 - Grossmont College (region 10)
- A sample vet room or area model (Butte College) would have computers with assistive technology, peer counseling groups, couches and few kitchen amenities.
- Contract cost is approximately \$40,000.00 a year (travel, phone services, etc.) and also includes the cost of developing the curriculum which the HTCTU will essentially own.

SBX (Shoebox) Database is essentially dead.

Staff Reports

Jayme Johnson, ACT and Web Accessibility Update

- Development of the @One distance education modules.
- Continued development of new skills & knowledge (508, math, PDF, applications for creating web media, web standards, web technology listservs, etc)

- Collaboration with other agencies: @One project, CSU & UC, Community Organizations, ATHEN, Educause, Knowbility, AHEAD, RFB&D, NLS, DAISY Consortium, Braille Institute, Dept of Rehab, Galvin Group, OCR, etc.
- Examination of HTCTU digital assets and instructional technology infrastructure.
- DAISY Phoneticom – support for the SADX plugin for MS Word
- Consideration and review of distance education methods for future development and delivery of trainings and information.
- Maintaining and updating the lab, instructional material creation capability, and ability to function efficiently and effectively on the road.
- Exploring new software for the LD Project and for Time/Data management
- Exploring CMS and LMS systems for next phase of SSSLD project
- Future Conferences
 - Northern Rocky Mountain Chapter of AHEAD Conference: May 17-21, Billings, Montana –Featured Speaker/Trainer. **Topics: Institutional Options for Print Access, Accessible Documents with Word and PDF, DAISY Revealed, Access Issues in Distance Education, Alternate Media Workflow Issues and Resources, Closed Captioning in general and for the web.**
 - Online Teaching Conference – June **Topics: Best practices for accessible distance education, Accessible Learning Management Systems.**
 - AHEAD – July **Topics: Accessibility in Higher Education, a technological perspective, Affordable Reading Systems, Accessible PDF's, Save as DAISY Plugin for MS Word**
- Future and New Trainings or Presentations
 - Pulse Pen: discovering a small community of early adopters, gathering more momentum and interest.
 - DAISY in a box- train the trainer for basic DAISY benefits and use
 - Assessing Alternate Media Production
 - Flash Accessibility
 - Dreamweaver Accessibility
 - Access Concerns in Emerging Digital Media
 - Social Media and Accessibility

Gaeir Dietrich, Director and Alternate Media Update

- Continues to do Alt Media trainings which include Advance Scanning, Advance OCR and Braille.
- Recent Conferences:
 - Transcriber Conference
 - CSUN

- Braille Institute 3-Day Training, Orange County
- Future Conferences and Training
 - Braille 3-Day Training, Cuesta College, Paso Robles, July 6-8
 - Braille 3-Day Training, Santa Barbara College, TBA
- Basic and Advance Dragon Training has been full and in demand at the HTCTU.
- 508 Trainings:
 - 3 hour training at SF City College
- The job announcement for the permanent HTCTU Director position will be by the end of September. Scott Valverde of the Chancellor's Office and Kathleen Allen of the Advisory Committee will be in the hiring committee and 4 others.
- The HTCTU ACT position is open and hopes to fill by early September.
- The Director's office will get some few renovations and furniture.

Bong Deiparine, HTCTU Locator Update

- The newly updated HTCTU Locator is up and running on the HTCTU website. It took almost 3 months to gather and collect college information and 3 days to enter them on the website.
- From the current template, the LD Specialists are listed on the "HTCTU Specialist 2" field. The advisory committee members agree to add another field for the LD Specialist on the template.

ATPC Update

- Quarterly total for E-text production (Jan 1 – March 31): 2372 book requests
- 33 braille requests
- 1436 stock orders from catalog, 380 new folders, 241 new books filed for the new quarter
- Avenal State Prison Project
 - 12 inmates
 - 15 books pending
 - Completed 3 literary and 3 math books
- Ironwood State Prison Project
 - Expanded to 24 inmates
 - Now has 4 yards
 - 53 E-text books pending
 - Completed 24 literary, 24 text books and 5 math books
 - 12 inmates are learning Braille production

- There's a proposed expansion to add 12 more inmates to make a total of 36
- FTP server is put into place with 2GB limitation.
- Future Conferences
 - CAPED
 - AHEAD
- Jaime Montgomery of ATPC will collaborate or share to HTCTU his process on documenting alternate media production.

Chancellor's Office Update

- Governor signed a 2 year budget, DSPS was not cut. Foundation of the budget is built on the passage of the special elections of the propositions on May 19.
- Chancellor's Office allowed the carry-over of funds for DSPS and some categorical programs. All expenditures should be made by September 30. End of year reporting is extended to November 1 instead of September 15 before allocations are determined.
- HTCTU Budget is in place. Chancellor's Office is pushing through the BOG approval for next year's funding. Gaeir needs to submit the HTCTU workplan no later than June 1.
- Chancellor's Office did 21 visits in the last 4 months.
- Distance Education task force: Jayme Johnson, Scott Valverde, Laurie Vasquez, Scott Vigallon, Lucinda Aborn, and Brian Brautigam
 - Had 2 meetings, next meeting on May 22 via CCC Confer, next live meeting on August
 - Goal was to have the new version of the guidelines in first draft and reviewed by the ETAC committee prior to CAPED
- Scott Valverde is working on filling up the Region 1 advisory representative.
- During the last Learning Disability Field Advisory Meeting, Stacey Kayden reported that she is forming a statewide universal learning design advisory committee. Some of the HTCTU committee members express their concerns in this matter.
- Patti Flores Charter will soon take over Marcia Krull's position as the LD Field Advisory Committee chair.

Handouts Provided

- Minutes January 16, 2009
- Interim HTCTU Director Announcement
- Accessibility Compliment letter from Ken Sawicki

Next Meeting: September 11, 2009