

**High Tech Center Training Unit  
Advisory Committee Meeting Minutes  
Thursday, August 1, 1996, 10:00 AM**

**Present:**

Kaylene Hallberg, Ellen Cutler, Judith Schwartz, Tina Andersen-Wahlberg, Rebecca Stone, Bill Ponder, Carol Toppel, Carl Brown

**Absent:**

Steve Sellitti, Laurie Vasquez, Carolyn Fiori

**10:00am Meeting Opened**

**Approve minutes from previous meeting:**

- A copy of the last Advisory Committee minutes for the May 3, 1996 meeting was given to each member for approval. No adjustments were made.
- Kaylene suggested posting the AC minutes on the HTCTU web page so all regions can have access to the information. The minutes should be posted only after the AC has reviewed and approved them. Carl will post the names and email addresses of the AC as well.
- Regarding the previous minutes, Kaylene is still looking into charging for doing evaluations. She needs to get a legal opinion and that's a time consuming process.

**Update from Kaylene on HTCTU evaluation timelines:**

- Kaylene distributed a copy of the performance evaluation that was sent to the community colleges. The Chancellor's Office will gather the evaluations and use them to help shape part of the recommendations that will go into the new RFP. Once the information is gathered, the evaluation team will visit the HTCTU and do a fiscal review, a program review, and will talk with HTC staff and Administration at De Anza. All letters/input regarding the evaluation should be directed to the evaluation committee. The evaluation team is NOT going to write the RFP. Hopefully the RFP will be out to colleges by January.

- There was concern among some advisory members whether DSP&S coordinators would be in a position to accurately evaluate this program since close to 85% of them have never attended trainings. They want to make certain that HTC specialists will participate in the evaluation. Kaylene will review the mailing list from Albert. Judith suggested adding to the RFP a training that encourages coordinators to understand the basics of the High Tech Center in order to better supervise their programs.
- Kaylene's concern is those High Tech Centers that are not accessing the resources and trainings offered by the HTCTU. The Chancellor's Office is sending a letter stating new guidelines for those centers receiving High Tech Center money. These centers will have their equipment bought by the HTCTU and will receive their equipment bundle only after receiving initial training. This new guideline will affect new sites and those sites that haven't been here for core trainings in several years.

#### **Update on HTCTU budget allocations:**

- This year the HTCTU received for the first time two COLAs: a 3.07% COLA on last year's budget, retroactive to this year and a 3.06% COLA on this year's budget. Net gain was about \$36,000. The HTCTU will be able to offer significantly more off-site trainings and site visits this year. The \$36,000 will also offset a possible 4% COLA from Foothill/De Anza.
- The HTCTU does not set a limit to the number of times a person may be reimbursed to attend the same training. Trainings change and are updated often enough to warrant attending the same training more than once. However, priority is given to those who have never attended the training.
- Carl gave a budget recommendation for the coming years of the grant. The recommendation included four full-time trainers and the associated costs of adding those trainers. Full-time trainers may be set up in the far northern or southern areas of California. A lot more on-site trainings may also be possible. All these are a future matter of the best ways to deliver trainings.
- A new training that the HTCTU is working on for Winter quarter is about developing web pages and delivering distance learning

resources via the internet. Kaylene suggested the possibility of training faculty for a fee. Ellen suggested taking one of the trainings and developing it as an interactive internet training so that the training becomes a model for how to do it. Carl would like to find a few HTC specialists who would like to work on this idea. He would like to create the same experience via distance learning as people have on their computer.

- The HTCTU may do a presentation on access technology at the 6th edition of the World Wide Web International Conference to be held at Stanford University by BAMTA (Bay Area Multimedia Technology Association). Kaylene suggested putting together a resume of the kinds of community business the HTCTU is doing. She also suggested writing into the new RFP a way for the HTCTU to be paid for such trainings.

#### **New process on advisory board:**

- Not all advisory boards are done by regions. Therefore, the HTCTU advisory board is not necessarily bound by regions. Kaylene will argue that the AC is already established and has committed to two years and will write a letter recommending the AC stays as is.

#### **Input regarding evaluation procedures:**

- Carl expressed concern that the evaluation statistics could be very misleading, given the way the data input forms are structured. Kaylene wants to use the forms as simple frequency counts. The basic point of the evaluation is whether the HTCTU did their job with the money they've been given, how satisfied HTCTU users are, and what improvements or recommendations can be made.
- Carol suggested that the AC receive a copy of the year-end summary that the HTCTU sends to the Chancellor's Office. This would provide a good background for the AC to conduct meetings from.

#### **Update from Carl on new items:**

- The HTCTU web page has been redone. The site contains about 85% of all training manuals in PDF format. The site also contains

HTCTU publications, training schedules, and will contain a FAQ page. Ellen would like to have a newsletter on line with brief technical notes. Carl is planning to have a web page training in the Winter quarter.

**Meeting was adjourned at 1:15pm**