

**High Tech Center Training Unit  
Advisory Committee Meeting Minutes  
Friday, February 2, 1996, 10:00 AM**

**Present:**

Albert Salgado, Ellen Cutler, Laurie Vasquez, Tina Andersen-Wahlberg, Rebecca Stone, Carolyn Fiori, Steve Sellitti, Judith Schwartz, Bill Ponder

**Absent:**

Paul Galioni, Jon James, Carol Toppel

**Meeting Opened/Introductions Made**

**Approval of Minutes:**

- A copy of the last Advisory Committee minutes for the November 17, 1995 meeting was given to each member to be read for approval. Becky Stone made the following amendment:

Becky Stone requested that the HTC continue to review software and offer trainings directed at improving student cognitive skills with emphasis on students with acquired brain injuries.

**Brief Report on HTC Services in K-12, UC, CSU:**

- Per the last Advisory meeting on November 17, 1995, Ellen, Kaylene, and Carl were going to check whether there are any other organized structures like the HTC that we can begin to work more cooperatively with so we can better help students transition from the K-12's into community colleges and from community colleges into CSU's and UC's in terms of their access to technology and what resources there are available to them.

Ellen contacted Danny at UCLA and found no such organization. He just emphasized that each college and university has to comply with Title 2, ADA but beyond that mandate for providing reasonable accommodation, there was no coordination of services.

Carl spoke with Kaylene Hallberg briefly and she is still in the process of tracking this information with the State Dept. of Education. So far, there doesn't appear to be very much in the way of coordinated services. Every district seems to do it as best they can on their own.

Carl has found the same with the CSU's there is no system-wide coordination. So it would appear that the community colleges are still ahead in terms of coordinating and organizing assistive technologies for students with disabilities.

- Carolyn suggested that maybe community colleges can do an assessment for a high school, as she did, and write a process for getting an access evaluation, what assessments can and can't be done specifically, and the procedures so that high school students can have a current enrollment.
- Laurie "planted a seed" by mentioning to the guy in charge of instruction computing at last year's UCSB instructional fair that he should start thinking about a universal design in assistive technology and introducing it to his faculty since there was not anything in the fair that taught faculty about using accommodations in a classroom.
- Since high school students are allowed to enroll in community college courses, Carl suggested the AC develop a position paper for HTC Specialists and DSP&S Program Directors about extending their services into high schools and begin to actively recruit juniors and seniors. Advisory members feel that the high schools should be providing these services themselves and expressed concern over lack of staff time. Steve suggested that instead of recruiting high school students, that we make ourselves available for high schools if enrollment is low and our labs under-utilized.
- Becky suggested that the HTC actively recruit for trainings for high school faculty. Carl would have to clear that with the Chancellor's Office since our primary responsibility is to community college faculty. Carl mentioned having done presentations for K-12 conferences in the past, but found that they didn't have the budget to support the technologies needed.

- Judith expressed concern for other areas where there is an unmet need and doesn't see why the high school is more needy than the community of rehab. Also, many students cannot afford to purchase any of the access technology they've been exposed to. How do we help students purchase this equipment, and how do we help everyone outside of our own student body?
- Carl suggested talking with the Chancellor's Office about additional funding for HTC programs, since the labs appear to be "maxed out." The HTC is unique in that it serves all disability groups. If there is a backlog of students who are not being served by the HTC's, that's the full spectrum of students with disabilities. Since access to those services are the key to success, colleges have some responsibility to provide access services. Maybe something can be done with the funding formula for DSP&S.
- Laurie feels that the funding should be used to take the HTC to the next step, not just to increase enrollment. She thinks of using funding to educate faculty about having students with disabilities in their classrooms. It would be beneficial to put more resources into the teaching and technical support communities on campus so that the technologies can be more widely used so that there isn't a bottleneck in the HTC's.
- Rebecca mentioned hiring a younger student and training her as an instructional aid to work with students and individualize the assistance that they need. The Instructional Aid has an office on campus, so she works as a direct link between the students and teachers.
- Judith feels that the HTC does need more money and that the \$7500 should not be for equipment only. Since every HTC has different needs, each should have the flexibility to spend the money in whatever areas are appropriate for a particular program.
- Carl mentioned that the BCP (Budget Change Proposal) moneys will continue specifically as BCP moneys for another year. After that, they're going to go into the DSP&S base. The AC recommends that BCP moneys continue to be separately earmarked for the HTC's without any specifically designated areas of spending. Carl will put together a draft for the AC to review. Steve said to justify the need for separate funds because the HTC serves people

of all disability groups. Also, De Anza's recent self-study for compliance with ADA revealed a significant financial request. One of the reasons our HTC's are so busy is because students don't have full access to campus.

- Judith mentioned the importance for students to file a complaint if their needs are not being met as far as technology and access. Ellen mentioned their ADA compliance officer did a wonderful job of educating the entire college community to be advocates for all students with disabilities and when they did have some money, their department was funded because ADA believed so strongly that their department needed to comply for providing good accommodations.
- Rebecca expressed concern because she suspects the BCP on one of her campuses is being held and not spent for the HTC because there's a worry about not meeting the budget for the DSP&S program. Can this be done? Steve and Carl say no and to contact the Chancellor's Office for a copy of the rule sheet.
- Tina mentioned Glendale had been approached by the Department of Rehab to become a vendor for access evaluations at the HTC. This may be a good idea because it has the potential to bring in money from another source and promotes collaboration between the state and the community college. Steve said to be careful when getting involved with the Department of Rehab. There are a lot of restrictions and strings attached and they will not be very open to using their money to serve non-DR clients. Also, be careful if you're purchasing equipment with their money. Carl suggested to talk with legal council about liability issues and make sure that your college has liability insurance to cover you as an individual.

#### **Status of RFP for HTCTU Evaluation:**

- Carl spoke with Kaylene regarding the HTCTU evaluation. As far as he knows, there is only one applicant. He doesn't know what happened to CAPED. Kaylene wanted the review done by the end of March, but it will probably have to be put off until later.
- The Chancellor's Office has a number of options: they can renew the grant; they could do it as an RFP; they could choose not to renew it; or they could divide the HTCTU into two halves and

provide additional funding. They will be counting heavily on the recommendations of the AC as to what option to take.

- Albert just arrived and said as of yesterday (Feb. 1, 1996), the Chancellor's Office has two applications for the HTCTU evaluation. Both the Dean and the Vice Chancellor have not had a chance to review the proposals to determine if either of the applicants are qualified. Evaluation of the two potential applicants will be done early next week. He confirmed that the evaluation will have to be extended beyond March.
- The purpose of the RFP in terms of the evaluation is to solicit proposals from individuals that will conduct an evaluation of a number of things, such as the performance of the center, the needs of the community college system as a whole, and a review of the current state of the art technology that exists in the area of assistive computer technology to see if there's any new technology that community colleges should be exposed to. There is a standard set of criteria that the State uses but it is somewhat broad.
- Advisory members recommend that evaluators meet with the AC to discuss the criteria that will be reviewed as part of the evaluation. Advisory members also would like to invite Kaylene and Albert to meet with them at the CSUN Conference so they can see what's happening at the state, national, and international levels.
- Albert stated that the evaluators will probably solicit input from a number of sources, including the Advisory Committee. As far as a fallback position, in case the two applicants do not qualify, the Chancellor's Office, with the help of individuals that have been identified by Carl, Regional Coordinators, and others, might put together a small group. He doesn't see the Chancellor's Office doing another round of proposals.

#### **\$999 Limit on Contracting Out:**

- At the last AC meeting, we talked of finding people to do contract training for the HTCTU, specifically in the area of DOS based assistive technology trainings. According to the Chancellor's Office there is a capacity to fund such a request, but there is a process to follow and we would have to submit a request for the

funds in a very detailed task analysis. This also gives us the possibility to contract out for people to help with the ongoing design and creation of the HTCTU web site.

### Status of HTCTU Projects:

- **Critical Thinking**-Marcia Norris did a demonstration for the Tools for Critical Thinking workshop to be offered on February 29, 1996. This training will incorporate critical thinking activities by using various of CD-ROM software.
- **Networking**-Wayne Chenoweth demonstrated the ACT for LAN workshop which will be offered sometime in the Spring quarter. Windows NT Server and Novell Netware operating systems will be covered in the training along with the hardware needed. This workshop will show the benefits of using Local Area Networks with the integration of assistive computer technology.
- **Teaching With Technology**-This training will be offered again in the Spring due to the overwhelming response. Carl hopes to demonstrate how to evaluate CD-ROM's. The idea with this training is to blur the boundaries between what's special ed and what's just good education. One of the important distinctions that the HTCTU intends to make with this training is to support curriculum with pieces of the technology that does it well and does it in a way that's unique to the media. He hopes to give HTC instructors the skills with which to teach using multi-media technology.
- Laurie has been using a CD-ROM with a book, How Computers Work along with basic handout sheets on terminology that she created to give her classes a basic resource reference. Using this media, her students are getting visual, hands-on, and text-based reinforcement.
- Judith expressed concern that the media wasn't individualized enough to help a person's particular problem. Staff are overwhelmed just teaching students the basic accommodations, let alone teaching math, English, etc. Carl suggested viewing CD-ROM's simply as another resource.
- Ellen would like to see integrated into the workshops dealing with cognitive and academic issues how we might apply the skills

practiced in the software to a specific academic task. For example, using some of the critical skills software and making a direct link to writing a coherent essay. It would be helpful to those in the field if these links were more obviously incorporated into the trainings.

- **Web/Internet**-Angela has been converting all of the HTCTU training guides into HTML documents and is about a third of the way through. We will soon have all of our master guides on line. The http address is <http://www.htctu.fhda.edu>. The \$999 contracting will help with the completion of the California map image. Everything should probably be complete by this summer.
- **Southern CA Support**-Carl passed out Don Dutton's site visit schedule for Southern California. He is focusing on visiting new HTC sites. He will be doing a Screen Readers for Windows training at Rancho Santiago on February 23, 1996. The Southern California support project is moving along nicely.

#### Discussion and Recommendations:

- Ellen would like to see a training that deals with Internet access with an emphasis on access technology for people with disabilities.
- Laurie would like to see a demonstration of Lynx as text based browser and suggested a training dealing with a transition from DOS to Windows.
- Carolyn suggested a Windows to Windows 95 training. Carl mentioned that Windows 95 requires virtually all new software. Also, people are still working on the access technologies for it. He recommends Windows NT and staying with Windows 3.1 for now.
- Ellen suggested trainings that deal with equal access to technology that goes beyond computers. Carl said that the HTCTU is open to going in that direction, but would need to revise the language of our initial grant and probably look at additional funding. If this is a direction the AC thinks the HTCTU ought to be going, it would be a good idea to suggest this for the upcoming review.

## Operational Matters:

- **Enrollment/Cancellation Issues**-This year the HTCTU has experienced a high number of last minute cancellations (3 days or less before trainings). Since we don't have enough time to contact people on our waiting lists, this problem gets in the way of our serving the maximum number of people. Carl feels that some people may be making placeholder reservations just in case they can attend.
- Laurie suggested a survey to find out why they did not attend. Judith suggested a note from the dean or president, two weeks before the training, indicating that they may attend. Rebecca agreed that a signature from the dean would alert him/her that the trainee will be absent for the duration of the training and, therefore, the trainee might take his/her attendance more seriously. Carl would like to keep training registrations as simple as possible and is hesitant to adopt any such formal policy.
- Steve suggested initiating a bumping policy whereby the trainee forfeits his/her seat for future trainings if he/she does not show.
- The AC agrees to dismiss those members of the Committee who have missed two consecutive meetings. Since the AC meets only four times per year, the absent members have already missed 50% of the meetings. Carl will invite Sierra College and Mendocino College as possible Northern California alternatives.
- Carl discussed the growth in the use of the HTCTU internet services. Last month, for the first time, our phone bill for internet services broke \$1000. Because access continues to grow, the AC will have to discuss the future of funding for that part of our service.
- **Budget Issues 96/97**-For the past several years, the HTCTU has managed the additional \$20,000 per year it costs to run this program by juggling our budgets around. Next year, the operating costs for this program will go up by another \$20,000. There's a possibility that if the Governor provides the 4% COLA next year, we could get this 4% added to the operating budget of the HTCTU. Unless things improve, our options are either to reduce services or cut staffing. One option is to eliminate fall trainings, and

concentrate on site visits since it is somewhat less expensive to send staff out than it is to pay for bringing staff here.

- Steve asked Albert if an augmentation to the HTCTU budget is realistic and how proactive the Chancellor's Office is in lobbying on behalf of this project with the legislature? Albert said there will be a number of layers of decision-making to go through. Thelma and Kaylene would have to collaborate with the AC on a strategy on how to get there. Steve emphasized the importance of reviewing the fiscal situation of the HTCTU as part of the evaluation.
- Carolyn suggested that each of the community colleges contribute \$200 of their \$7500 towards training each year.
- Steve indicated that part of the problem with the program is that all of the staff at the HTCTU comes under Foothill-De Anza District pay. Therefore, COLA's apply to staff of grant programs as well as non-grant programs equally, while the dollars for the HTCTU grant remain flat. Steve suggested drafting a letter to the Chancellor's Office from the AC, indicating that this is a very important issue.
- Carl and Steve will draft a letter for everyone to sign. Laurie Vasquez is nominated as the spokesperson for the Advisory Committee for the duration of the year.
- Albert is hoping to get as many Title 5 revisions in prior to the February 22 regional coordinator's meeting, but there is no set deadline. Laurie will mention funding for the HTCTU to her regional coordinator by way of some sort of formal position paper.
- Kaylene has invited the AC to the Mega Conference in San Jose on February 28th (Carl will find exact time). She would like to talk about blurring the edges between mainstream and special education. She will show the Life Forms video as an example.
- Carl mentioned student access to listserve is possible, but a separate listserve account is recommended because current topics are designed to be used by faculty. They will need an email account of their own. Carl can not assign one to them.

- Tina will not be able to make it to the next AC meeting on May 3. The August Advisory meeting will probably not work for most members.
- Laurie Vasquez will set the agenda for the next Advisory Meeting. Carl will send her items he would like included.

**Meeting Was Adjourned at 2:30 pm**