

**High Tech Center Training Unit  
Advisory Committee Meeting Minutes  
Friday, November 17, 1995, 10:00 AM**

**Present:**

Kaylene Hallberg, Ellen Cutler, Laurie Vasquez, Tina Andersen-Wahlberg, Rebecca Stone, Carolyn Fiori, Carol Toppel

**Absent:**

Steve Sellitti, Judith Schwartz, Bill Ponder, Paul Galioni, Jon James

**Review/Purpose of Committee:**

- It is important that the committee have a real voice in providing direction to the future of the HTCTU. Advisory members are the critical interface between the information the HTCTU provides and students. Carl sees the Group providing input about what's working, what's not working, the additions or deletions regarding services the HTCTU provides, new things the HTCTU ought to be looking at, and old things that the HTCTU shouldn't bother with anymore.
- Everyone agrees that Fridays are the best days to meet. Committee will meet 4 times a year for quarterly meetings.

**Composition:**

- Carl put the committee together based on geographical balance. There are 106 High Tech Centers all over the state so he wanted a good balance of urban, suburban, and rural campuses. He also wanted a workable committee, something that wasn't so huge as to not be functional.
- Carol Toppel suggested having a CSU, UC, or high school representative on the Advisory Board to let the HTCTU know what's happening on those ends of the spectrum. Carl suggested an advisory member from community college-wide campus technology advisory groups. Kaylene will check to see how active CISO's are and check with Allison Jones and Dennis Scalliono both in student services to see if there's a resource guide from those systems on technology that the Advisory Committee can use.

After additional discussion, the group agreed that rather than being members of the advisory group, representatives from K-12, CSU, UC systems might serve better by providing input in a more informal manner.

- Kaylene will look into K-12, Ellen will check with Danny Hilton at UCLA, and Carl will check with the CSU's. Carl will set up an e-mail distribution system so that any information found can be shared easily with other Advisory members.
- Advisory Committee agrees to a two year term.

#### **Status of HTCTU Trainings/Services/Operations:**

- Carl showed the new High Tech Center Web page with 3 basic areas: HTCTU, Disability Related Resource, and Chancellor's Office DSP&S documents. He also showed the Chancellor's Office Web page.
- The HTCTU web page will include resource guides and a calendar of upcoming trainings and events. It will also include a web page with a map of California divided into different community college regions. The user will be able to click on a specific region and obtain information about what resources are available nearby. Carl will send out a data collection form to all of the community colleges to obtain the necessary information for setting up the web page. Community college High Tech Centers will be able to add pictures or any additional information they want.
- The HTCTU has the following listserver lists available to subscribe to: ABI, DD, Deaf, HTC, LD, Physical, Psychological, and Visual. Activity on the listservers is beginning to increase.
- The HTCTU also has a large distribution list for all the DSP&S program directors and HTC specialists who have e-mail addresses.
- Life Forms is software that enables students to choreograph and perform dance. The Life Forms project packet will be distributed to all of the community colleges by the end of December. Kaylene will try to get a slot to show the Life Forms project at the chancellor's conference.

- In the spring the HTCTU will offer a 3-day course on teaching with technology. This winter the HTCTU is re-doing the internet class to cultivate the use of electronic communication. A class in cognitive skills is also being offered.
- The HTCTU has resources that can be used in a student services setting much more broadly, but services are limited to DSP&S and High Tech Center programs. If the HTCTU can broaden trainings to include instructional technology for student services and staff in general, we will probably go a long way into moving community colleges into the next century. But, the legislative budget language is limited to students with disabilities. Kaylene feels that the HTC's should educate the community colleges to get faculty excited about what the HTC's are doing so they can understand how to access other dollars and partnerships can be established.
- In the spring the HTCTU is offering a course in networking. Since DSP&S have historically have never spoken loudly about their technology needs on the campus, it is very important that the staff be educated in the basics of campus networking.

#### **Operations:**

- The HTCTU has been operating with the same budget for the past 6 years. Instructor positions are down from 4 to 2 1/2. We are half-way through the first year of the 2-year extension. One-half of Alice Rose's former position went to supporting the increased operating costs, and the other half went to hiring Don Dutton on an hourly basis to provide site visits and local trainings in Southern California.
- The HTCTU is planning to upgrade its PC. A lottery will be done redistribute surplus computers to community college HTC sites.
- Carl suggested abandoning DOS based trainings. He would like to have the HTCTU drive change towards Mac and Win, instead of react to it. Laurie and Ellen expressed concern because there's so much variability in what's being used and that there may not be comparable assistive technologies in newer platforms. There needs to be some continuity in what hardware and software is being used. The HTCTU gave copies of bundled hardware/software

lists of what to buy to the Chancellor's office for distribution to colleges in the most recent round of funding for new HTC sites.

#### **Status of HTCTU evaluation:**

- Before deciding to renew the contract, the Chancellor's Office needs direction to make sure the HTCTU is meeting its purpose. The purpose of the evaluation is not to move the HTCTU. An RFP for evaluation of the HTCTU was released but there were no successful respondents. CAPED is interested in putting a team together to do the evaluation, but input is needed from Carl, CAPED, and the Chancellor's Office about what kind of expertise is needed for the team to do the evaluation. Kaylene will move forward with the plan to get approval from the Chancellor's Office for CAPED to carry out the evaluation. The evaluation should be done by May 1996.

#### **Recommendations:**

- Ellen suggested using the WWW to list technology updates, upgrades, and new projects. Also, an on-line list of standard equipment and software would be helpful. Kaylene suggested putting an updated version of the bundled hardware/software list on line. Carol suggested reviewing the topics that come up in the listserve to create new trainings.
- Carl suggested that the HTCTU develop a course designed to assist MIS managers on college campuses in understanding the use, implementation, and integration of assistive technologies in mainstream campus computing facilities. This should work within the framework of what the HTCTU does since it's about mainstreaming students with disabilities and dealing with the administrative bodies on campus that need to understand the technology to be able to do it.
- The Advisory Group recommends workshops aimed at resolving issues around the integration of assistive computer technology into mainstream campus computing resources. Workshops should include some examples of how colleges have resolved various problems regarding different software.
- All agree that Carl should develop the Web page as noted earlier and include a FAQ page. Carl needs funding to pursue the project

and is unsure if a grant-funded program such as the HTCTU can apply for an FII grant. The HTCTU needs to investigate the ability of the training unit to apply for a small FII through the Chancellor's Office to fund the development of the complex web resources. Kaylene noted that the HTCTU cannot subcontract out, however, the Chancellor's Office as an agency can apply for a grant. Student workers can perhaps be used for all the data entry.

- Carl will draft a memo for the Advisory Committee to review explaining that the Group recommends slowly phasing out older DOS software and to please respond to how this will impact your program.
- Kaylene suggested identifying someone in the field who could give maybe 20 hours a year to deal with old software questions. She can send out letters of intent to identify expertise needed for a specific area and state that there is \$999.00 available.
- Carol recommended putting together a data base of people with their levels of expertise and their ability to provide some level of support for people in their area. This procedure was tried a couple of years before and found to be cumbersome. Ellen suggested using the Web page to list one's expertise and questions he/she can answer.
- Carolyn would like to see the HTCTU encourage the specialists to develop leadership in campus technology committees. Carl suggested including this as part of the new internet training. The Advisory Board suggested bringing experts from the field for trainings. Carl mentioned the HTCTU JAWS training to be given in December. The HTCTU has been very careful to bring in competent experts in products we already use the HTCTU is not endorsing the products. So, another new training would include networking.
- Ellen brought up technology access that doesn't necessarily involve computers. If DSP&S would like the HTCTU not to limit itself to computer access, but to become involved more globally in instructional technology for students with disabilities, then the HTCTU is interested and able. But, there is a problem with funding and staff. Carl will re-read the grant to see if the HTCTU is limited to trainings in computer access.

- Tina suggested having a list available of HTCTU staff so specialists know who to contact for different questions. She would also like a list of what equipment has worked or not at other High Tech Centers.
- The e-mail distribution for the Advisory Committee is [advisory@ginko.htctu.fhda.edu](mailto:advisory@ginko.htctu.fhda.edu). All mailings from now on will be sent via e-mail.

### **Summation:**

- Kaylene will check with K-12, Ellen will check with Danny Hilton, and Carl will check with the CSU's.
- All agree CAPED is a good group for evaluation. Steve Fasteau is good contact person.
- A web page with a map of California, all High Tech Center sites, and new resources is a good idea.
- New trainings include: Helping MIS managers understand what assistive technology is all about. Bringing in High Tech Center specialists who have been successful with other High Tech Centers regarding integration of assistive computer technology.
- Carl will see if the HTCTU can apply for grants.
- Kaylene will check whether or not she can get \$999.00 out to people in the field.
- Kaylene will send letters to regional coordinators, introducing the Advisory Committee. All Advisory Committee members will make themselves known to the people in their regions.
- Advisory Committee will meet again in 3 months. Carl will coordinate the date over the phone.
- Advisory Committee agrees to meet for 2 years.

**The meeting was adjourned at 2:00 pm.**