

**High Tech Center Training Unit**  
**Minutes of the Advisory Committee Meeting**  
**Friday, May 25, 2012**

**High Tech Center Training Unit of the California Community College @ De Anza**

Members Present:

Gaeir Dietrich	HTCTU Director	in person
Scott Valverde	Chancellor's Office Rep	in person
Carl Fielden (Committee Chair)	Region 10	in person
Thad Selmants	Region 2	in person
Thomas Hetherington	Region 3	in person
Kathleen Allen	Region 4	in person
Nancee Carrillo-Reyes	Region 5	Teleconference
Billie Sommars	ATPC Rep	Teleconference
Janice Emerzian	CAPED Rep	Teleconference
Joseph Tucker	Student Senate Rep	Teleconference

Also Present Were:

Laurie Vasquez	ETAC	Teleconference
Angela Tran	Rep for Region 8	Teleconference
Jayme Johnson	HTCTU Faculty	in person
Jasper Haze	HTCTU Secretary	in person

Members Absent:

Danielle Westmoreland	Region 1
Rick Carnahan	Region 6
Tina Anderson-Wahlberg	Region 7
Scott James	Region 8
Linda Pugliese	Region 9

Carl Fielden, committee chairman, called the meeting to order at 10:00am. Jasper Haze recorded the minutes. Gaeir Dietrich motioned to approve the minutes of the January 13<sup>th</sup>, 2012 meeting which was seconded and carried without emendation.

**VRC Survey** – Dr. Wayne Miller presented the proposal to the Veterans Services Regional Representatives. He is now collecting data for the first year. Survey aims to evaluate the services to the veterans, capture demographic information, and structure development. The survey will be sent out to the Vets Rep List, VRC Contact list, CSSO List, and to direct e-mails. The first round garnered 56 responses.

**Distance Education**—Laurie Vasquez reports—the idea of the DEC Online Project is to provide an updated resource to coordinators about what their responsibilities are in terms of the relationship to the chancellor’s office and also to provide updated information about being a coordinator. The goal is to foster a steady, reliable flow of information between distance education coordinators and the chancellor’s office so that everyone is on the same page in regards to procedure and expectation.

- Please send any feedback and additions to Laurie Vasquez about her written report on the DEC Online Project.
- The Distance Education Captioning Grant will be funded for 2013. 2013 represents theirs and the HTCTUs fifth year of the 5 year grant award. The RFA will be put out preferably in November.
- The DECT is trying to transition to paperless workflow
- There is no online instructional materials fee

**New Business**—Gaeir Dietrich reports—the board welcomed Jasper Haze as the new HTCTU secretary.

- Salary/Benefits increased which caused a shortfall in the budget; fortunately, the HTCTU was able to recover by adjusting its funds.
- Ron Stewart’s last day with the HTCTU will be the end of August
  - His ACT-ICT training has been well-received
  - An independent contract with Ron Stewart is underway
  - Thomas Hetherington gives kudos to Ron Stewart for his astute expertise
- End of July Braille Boot Camp to take place at Rancho Mirage of Region 9
- HTCTU will sponsor student senate representative Joseph Tucker to attend CAPED as a guest in the Fall Oct 8-10<sup>th</sup>

### **A Shift in Focus is Proposed**

- Reduce the amount of trainings at the HTCTU and increase the amount of regional outreach. Calling on the colleges to host/sponsor trainings on their campuses in their labs. The goal of which is to revamp infrastructure and reach more people at one time.
- Trainings would be offered by request/needs of the college/region. Certain trainings could not be offered because of the lack of technical support.

**Statewide Collaborations**— A way of leveraging all grant money to help more students

- Meet everyone’s needs by having a bigger vision
  - The best utilization of funds and staffing
  - More sustainable in the current climate

- EduStream—host media that instructors can stream into classrooms  
Using their captioned materials / media database
- Sensus Access (Robobrainle)—create a system wide tool that would allow people to submit files in one format in one file and get them back in another accessible format. Collaborating with Stanford, CSU, and Berkeley on this. Projected to completion in 3 months time.

The greater vision with these collaborations is to get to a point where an overall portal can be created on the chancellor's office website to link up to all the grants, resources, and projects so there is one source to go to in order to obtain all information on accessibility and related topics.

**Rejuvenating the System**—Help Gaeir Dietrich shift the gears toward the new direction

- Promote the trainings more in your area
- What are the needs of your regions?
- Which trainings would your region benefit from?
- What software / tools do you want to be trained on?
- How could you improve your tech labs to host more advanced trainings?

**Alternate Media Update**—Gaeir Dietrich reports

- Make sure your regions know about the Section 508 / 504 trainings. Be sure to book the training well in advanced
- Alternate Media Guidelines Project—send in your feedback / questions ASAP
- AHEAD has released new documentation guidelines

**Chancellor's Office Update**—Scott Valverde reports

- Completion of the Galvin Group study
- Completion of the deaf and hard of hearing resource guide
- Completion of the RFP, MPR Associates, impact of the cuts
- New Directors Training Sept. 20-21st—possibly will be made available through webinar
- DSPS Audits—build trainings to help better prepare and create awareness of making a compliant program
- State Budget—advocating for restoration, speaking out against categorical block granting
- 300 million toward debt relief if tax initiative passes
- LDESM training will happen June 15-17<sup>th</sup> in San Diego, CA
- New website is up—Check it out, <http://www.cccco.edu/>
- Chancellor's seat is set to empty in September, no word on the selections yet

### **Web Accessibility Update**—Jayme Johnson reports

- Sensus Access Project—alternate media solution. Upload files that generate appropriate alternate formats
- Atomic Learning Project—24 campuses have signed up
- Moving toward making the online learning community more valuable
- HiSoftware Compliance Sherriff
  - Doesn't just focus on accessibility, but is an entire web quality package
  - Department management tool for a top level solution
  - For 20 licenses at about 50% off the price tag comes out to \$73,000
- CAPED—Preconference on Talking Books: Apps, Desktop AT, Mainstream Tech, Digital Media
- Plans to recreate the training evaluation form

### **ATPC Update**—Billie Sommers reports

- E-text production manager position is open. Spread the word.

### **Regional Updates**

- Region 2—Thad Selmants reports
  - Busy CAPED organizing
- Region 3—Thomas Hetherington reports
  - Thomas Hetherington will be stepping down as representative of Region 3 and Roberto Gonzalez will be taking his place
  - Sarah Lowe-Bouchard is resigning and her replacement will be Richard Peel
- Region 4—Kathleen Allen reports
  - The e-mails sent about math accessibility were wonderful
- Region 5—Nancee Carrillo-Reyes reports
  - Columbia College and Modesto College have new presidents
- Region 8—Angela Tran reports
  - Continue to utilize the ATPC and DECT grant to fund closed captioning
  - The Alt Media specialist retired from Coastline College. The position is now filled by their current director Celeste Ryan
- Region 10—Carl Fielden reports
  - 4,000 visits to the VRC at Grossmont College
- Student Senate Rep—Joseph Tucker reports
  - Elections in July

### **CAPED Update**—Dr. Janice Emerzian reports

- Write letters to the legislators about continued funding

### **Adjournment**

- Meeting ended 4:30pm
- Next meeting set for Friday, September 28<sup>th</sup>, 2012 at 10:00am