

MINUTES
High Tech Center Training Unit Advisory Committee Meeting
High Tech Center Training Unit – De Anza Community College
Friday, May 19, 2006

COMMITTEE MEMBERS

Carl Brown	HTCTU, De Anza	HTCTU Director	present
Michael Buckley	Shasta College	Region 1	present
Thad Selmants	Sierra College	Region 2	present
Jim Kolthoff	Los Medanos College	Region 3	present
Kathleen Allen	Chabot College	Region 4	present
Nancee Carrillo	Modesto Junior College	Region 5	present
Vacant	Vacant	Region 6	not present
Vacant	Vacant	Region 7	not present
Scott James	Santiago Canyon College	Region 8	present
Fred Frontino	Mt San Jacinto College	Region 9	present
Carl Fielden	Grossmont College	Region 10	present

STAFF/PRESENTERS

Peggy Tate	Chancellor's Office	not present
Martin Crossley	ATPC	teleconference

Staff Reports

Carl Brown opened the meeting reporting on the HTCTU project to establish a set of metrics for screen reader competency. Unfortunately, the project is currently on hold for lack of volunteer participants. The HTCTU hopes to re-launch the project once there are enough people who are willing to participate.

Carl also gave an update on the hiring process for the Assistive Computer Technology Trainer position at the HTCTU. After Sam Ogami's decision not to return to the HTCTU after graduate school at Stanford, the ACT trainer/instructor position was reopened. Members of the hiring committee include Carl Brown, HTCTU Director, Sean Keegan and Gaeir Dietrich representing the faculty, Michael Fosnaugh representing classified, an equal opportunity representative from the campus and one representation from the HTCTU advisory committee, Thad Selmants. The job announcement has been posted with most major academic journals and a variety of related web sites and list servers. The position will close on June 2, 2006. Paper screening will begin on June 12, 2006 to identify candidates to advance for the first interview. This is a critical position to the operations of the High Tech Center Training Unit. The intention is to have made a job offer by late June, 2006.

Carl announced Sean will be on family leave for three weeks to attend to the birth of his second child.

The HTCTU Training Registration System (TRS) will be launched in early June. The TRS was a collaborative effort on the part of Sean Keegan, Michael Fosnaugh and Bradley Creamer with the support of other HTCTU staff. The new TRS will be used to launch the HTCTU summer training schedule.

Regions 6 & 7 have still not appointed representatives to the HTCTU advisory committee. Advisory committee members agreed to prompt those regions for appointments.

HTCTU's budget situation has improved. The budget for 2006/2007 was increased by \$60,000 for a total of \$1,009,000.00. In the future, the HTCTU will receive COLA and growth augmentations if they appear in the state budget.

The DAISY server is running without interruption and is still receiving continuous use from the California community colleges. Sam Ogami has been contracted to maintain the server through August 2006. The HTCTU continues to monitor developers who are working on DAISY production tools that will run on desktops instead of large servers. Currently, the Phoneticom tool still provides the best fit for community college workflow and product output.

The HTCTU renewed the contract for AccVerify/AccRepair for another 3 years. In two years, the installation process will change somewhat but should not be overly burdensome to California community college users.

The Avenal Prison Project has not been completely assumed by ATPC. The Folsom Prison Project is still continuing to caption videos. Carl reminded the committee to use the Folsom Prison Project as a resource for captioning archival materials rather than a method for completing work that needs to be done on a relatively short timeline.

DVD Captioning Training will be presented during fall quarter.

HTCTU Registration System

Carl gave a thorough demonstration of the HTCTU training registration system. The new system will require a username and password. Emails will be sent to all those who have previously attended trainings at the HTCTU describing the registration process. In the near future, participants will be able to register for and drop trainings online, receive e-mail confirmation of registration and acceptance, review past trainings and a variety of other options which should greatly simplifying the training registration process.

Back to Basics

The Back to Basics document was written to describe the basic functions and resources of the High Tech Center Training Unit. It should be of particular value to administrators, faculty and staff who are new to the California community colleges and may be unfamiliar with the history and resources of the HTCTU. The document outlines the primary purpose and function of the HTCTU, core programmatic elements, basic software/hardware configurations, and other practical matters related to the operation of high-tech centers at California community colleges. The document has now been thoroughly reviewed by the statewide regional facilitators, learning disability specialists, the HTCTU advisory committee and other interested parties. Carl clarified that the High Tech Center programs on community college campuses consist of assistive computer technology, alternate media production and, in some instances, Web accessibility components. Comments and suggestions from the HTCTU advisory committee were duly recorded and will be included in the final revision of the document to be sent to the Chancellor's office for review and distribution.

ATPC Status Report

Martin Crossley of the ATPC provided the committee with a general review of production statistics for both e-text and Braille. There were 19 requests for Braille and 507 books requests for the publisher at the beginning of the quarter. The Braille program at Avenal Prison is doing well and just produced 101 e-text books. Presently, the ATPC has produced 11,214 pages of transcription of Braille, 1,839 pages of tactile graphics, 20,045 embossed pages and 64,469 pages of e-text in the first quarter. One Avenal inmate provided 2,207 Braille pages and one inmate is now doing his Nemeth certification. Meanwhile, in e-text production, there are 6,158 titles in the ATPC database, 5,678 of those have been verified with unique ISBN numbers. ATPC just added 692 books in the first quarter of the year. There were also 22 high school volunteers who have given 505 hours since the beginning of the first quarter doing e-text and support for Braille packaging. Martin also talked about Math ML that will be taught at Avenal. ATPC purchased a site license for Math ML and has already installed it on six computers at Avenal. It is also likely that they will increase the number of inmates that will be working on the Avenal Prison Project from 6 at present to possibly 24 in two different yards. ATPC is also looking at some possible budget changes. He encouraged everyone to get their Braille requests submitted as quickly as possible. Some Braille books from the ATPC will be integrated on the AMX database within the next few weeks.

Accessible Math Textbook Project

Gaeir Dietrich proposed the idea of working with math/learning disabilities faculty on the DeAnza campus to develop a fully accessible basic skills math textbook using Math ML. The intent of the project would be to track the amount of time required to produce an

accessible math textbook and measure its effectiveness for use by students who are blind or have learning disabilities. The intent would be to use a book at the beginning of its three-year lifecycle and, if possible, to identify a text widely used by the California community colleges. If the project moves forward, Gaeir and Martin Crossley of ATPC will work together in transcribing a Math book with possible help from the Avenal Prison Project. Gaeir will follow-up with the math/learning disabilities faculty on DeAnza campus to formalize the project and identify source text.

Gaeir shared with the HTCTU advisory committee her site visits with California California community colleges. Some of these destinations include Folsom Lake College, American River College, LA City College, Mt San Jacinto College, Golden West College, Santa Rosa Junior College and Victor Valley College. She will be at the Mendocino College LD Conference to present the DAISY project, College of the Canyons for the ATPC meeting and Riverside College to do a two day Dragon training. Gaeir will also be doing her Braille Boot Camp three day training at Braille Institute in Los Angeles on September 18 -21, 2006. This training is organized by Susan Matranga of LA City College. There will be no travel reimbursements since this will be an off site training. Gaeir also just did her first Kurzweil training at the HTCTU. The difference with Gaeir's training and Stacey Kayden's is that Stacey focuses on using Kurzweil to work with students while Gaeir's focus is on system features.

Chancellor's Office Update – Handouts of reports from Peggy Tate were provided to the committee.

Meeting Handouts

- Minutes January 6, 2006
- Back to Basics draft document
- Chancellor's Office update handouts

Next Meeting: **September 8, 2006 Friday**