

# High Tech Center Training Unit

Advisory Board Meeting Minutes for September 2008 (Phone meeting)

## ***Present***

Carl Brown and Bong Deiparine at HTCTU, all others over the phone  
Carl Fielden  
Fred Frontino  
Scott James  
Tina Anderson-Wahlberg  
Kathleen Allen  
Scott Valverde  
Nancee Carrillo  
Thad Selmants

## ***Meeting***

Meeting called to order by Carl Fielden  
Minutes were approved

## ***New Business***

none

## ***Staff Reports***

### **Carl Brown**

- Started with thanks to and remembrance of the late Michael Buckley, advisory board member. We will need a replacement for his region.
- @One Project: Web based instructional resource about designing instructional content
  - Sean Keegan will work on 508 and Web access and learning management
  - Gaeir alt media
  - Jayme assistive technology
  - Designed for faculty who are new to accessibility to have an understanding of what accessibility is all about and why they need to make materials accessible. Faculty need an appreciation of what needs to be done and why.
  - Will be hosted by @One and running on a Moodle server. Target date is April; 10-hour course, with guest questions and answers. Laurie Vasquez may be the instructor. Three members of the advisory board will be beta testers: Carl Fielden, Nancee Carrillo, Thad Selmants.
- 508 trainings going well, Selecting Software for LD students going well, presentations at CAPEd, Carl going for regional coordinators' meeting

### **Scott Valverde**

- Budget done: has internal impacts on the chancellor's office; some cuts and some "accounting gimmicks"; open to midyear cuts; colleges had small COLA and small enrollment growth; categorical programs same as last year; HTCTU budget allocation same—ATPC, captioning (now at College of the Canyons), DHH, all the same

- Agency budget tight, personnel issues may happen
- College of the Canyons has captioning grant
  - Funding will go out on 40% advance/40%/20%—will now fund grant
  - James Glapa-Grossklag and staff developing processes, manuals, Web site—waiting for funds to begin taking orders; at least a month from being operational
- Distance Ed needs assessment (MPR Associates)
  - will take longer than a year: now two phase project
  - Five areas of report: So far have completed 1 & 2 and beginning work on 3
    1. Report card of where all courses are accessible
    2. Evaluate barriers to accessibility on the campuses (lack of awareness, lack of training, funding lack, lack of priority)
    3. Cost analysis of creating access—determine whose budget will pay, coordination of departments, quantifying
    4. Identify best practices (phone interviews, focus groups, site visits)
    5. Recommendations
  - Timely to have phase 2 complete January 1; will be at the next HTCTU meeting
  - Report available on Web site except for data tables
  - Findings
    1. Growth of this mode of delivery and what subjects are being offered
    2. Support available for faculty and admin to make accessible—vary greatly, however, workshops/seminars/courses on design; also tech support, some pedagogical support, tutorials, release time, 37% with no support: want online self-paced tutorials for support
    3. Tools and processes in place: DE Accessibility Guidelines, over 50% no district policy on access
    4. Barriers: lack of incentives, difficulties with approval process, problem with publisher e-packs not accessible, lack of tools, insufficient funding; want statewide training, want examples
  - Question on student preparedness for course: Fred talked about an evaluation tool for students to see if they have the skills for a DE course

### **Marti Atkinson from @One**

- DE Coordinator for @One, serving as instructional designer for the new Web-based resource on accessibility for online instructors—came out of wanting to develop a certification program for online instruction—will be developed under Creative Commons License, available on Moodle server, and can be used by all the campuses
- Laurie Vasquez has volunteered to teach the course
- Nancee Carrillo: use something instructors found interesting and how that could be made accessible; the sessions became much more popular
- Committee for review: Leslie Bealer and Donna Eyestone

### **Next Meeting**

Friday, January 16, 2009

## HTCTU Advisory Board Notes 9-26-08

Submitted by Kathleen Allen

Staff Reports Carl: Mike Buckley passed away.

D. E. Oct to Nov. to develop an on line training course. Each staff developing a different section:

Sean Keegan Web accessibility

Gaeir Dietrich Alternate Media

Jayne Johnson Assistive Technology.

Provide framework for instructors to understand what we do.

Course is planned to be available in April 2009.

Course will be a 4-week course with approximately 10-hours per week course time.

Laurie Vasquez was asked to narrate the course.

Assisting on this project are Carl Fielden, Nancee Carrillo, and Thad Selmants.

Section 508 workshops going well.

Jayne software for LD software training.

Presentations: 508, LD Software, etc. If we want to get together during CAPED, Carl will inform us of his availability.

Scott Valverde Budget

1 Long impasse. Nothing great. Close 17 billion deficit. Concerned overall budget climate.

1 .6 cola is something not great.

Categorical flat-lined at 07-08 budget. Disappointing.

Agency budget- \$1 million cut. Already understaffed but from advocacy cut only \$200 thousand. Not fill positions. Catherine Campisi, student assistants cut.

New Location for close captioning. College of Canyon not started but working. They're working on processes, manual, website, etc.

2 percent enrollment growth.

COLA no growth for categorical.

Distant Education Self-Study

2 phase project 5 areas

1. Overall summaries CC snapshot.
2. Barriers lack of training, awareness etc.
3. Cost analysis how much it costs to make courses accessible. Coordinating between areas on campus.
4. Best Practices.

## 5. Recommendations.

They are working on cost analysis.. Next meeting will update. Chancellor's Website no data tables; can request them.

1. Introductory on courses offered and growth.
2. Support for faculty range and type. Workshops and seminars on campus. Technology support about 50 percent.

### Concerns.

- 17% feel they have no support, 20 percent do not know.
- Faculty wants release time to work on accessibility. There is discussion on this
- Support for design On line 68 percent want instruction on how to design accessible courses.
- Students want more technical support.
- DE Tools that are Accessible . More useful.
- spread awareness of DE accessibility guidelines.
- Colleges must have DE accessibility policy at their district. This can be addressed hopefully provide models.
- Awareness of legal requirements. 94 percent want this information.
- Need for establishing rules who to see on campus.

How accessible are course currently offered..

Barriers: to development of accessible DE courses:

- Lack of incentive
- Approval process.
- Difficulty of publisher
- Lack of funding.
- Lack of proper tools and software to make software accessible.

Student discouraged...

- 46 percent feel there is lack of instructor's support.
- Not all details accessible.
- Assistive technology lack and compatibility.
- Cost: one third to 40 percent no funding.

Additional information: Over 100 responses. Local college must have training best practices, etc.

Questionnaire how prepared are you?

Regional Coordinators meeting: phone conference. Scott creating awareness. This year with cuts, next year more cuts.

Cost containment etc.

Marti Atkinson DE Coordinator for @One. Motivation for developing training course for instructors.. Many start with little or no training. Many responses from adjunct. Class on accessibility. Must know HTML, Web coding—they do not know this.

Working track for the learning outcome what assessment. She has documents can send to us.  
First background, motivation  
Basic Skills with accessibility.

Carl: How transportable? We will address issues... must do work on it. Focus getting working on the server.

Participants in course instruction ... assume they know nothing.

Carl: Pointers and links if you want to learn more on an individual topic.

Scott: @One...Wants tracking evaluations.

People working on certification...rubrics for evaluation....  
Nancee: Faculty get interested...flex credit  
Motivation a real issue. Start with videos expressing student issues and concerns.

Review team: Ohlone College and San Francisco City College.

Next Meeting: January 16, 2009.