

**High Tech Center Training Unit
Minutes of the Advisory Committee Meeting
Friday, February 07, 2014**

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

Members Present:

Gaeir Dietrich	HTCTU Director	in person
Scott Berenson	Chancellor's Office Rep	in person
Danielle Westmoreland	Region 1	Teleconference
Thad Selmants	Region 2	in person
Roberto Gonzalez	Region 3	Teleconference
Joseph Polizzotto	Region 5	Teleconference
Rick Carnahan	Region 6	Teleconference
Carl Fielden (Committee Chair)	Region 10	in person
Jeff Baugher	ATPC Rep	Teleconference
Dr. Janice Emerzian	CAPED Rep	Teleconference
Charles Stevens	Student Senate Rep	in person

Also Present Were:

Laurie Vasquez	ETAC Rep	Teleconference
Jayne Johnson	HTCTU Faculty	in person
Jasper Haze	HTCTU Secretary	in person

Members Absent:

Kathleen Allen	Region 4	Absent
Tina Anderson-Wahlberg	Region 7	Absent
TBA	Region 8	
Linda Pugliese	Region 9	Absent

The Committee Chairman, Carl Fielden, called the meeting to order at 10:08am. Carl Fielden motioned to approve the October 04, 2013 minutes which was seconded and carried. Jasper Haze, HTCTU Secretary, recorded the minutes.

Old Business—Gaeir Dietrich reported

The [DECT grant](#) is a very useful resource for those with captioning needs. It is highly encouraged that everyone takes advantage of this grant.

As of April 1st, Jayme Johnson will be turned over to the Online Education Initiative grant. With Jayme gone, the HTCTU would like to hire two ten-month faculty instructors. One instructor would specialize in Access Technology and the other would specialize in Web Accessibility and Digital Media.

ETAC/Distance Ed. Update—Laurie Vasquez reported

Every California community college needs to be promoting and streamlining the DECT grant as a viable and available resource, and one way of doing this is by making the information visible on their website. The [3C Media Solutions grant](#) is another useful resource that captions videos.

The Online Education Initiative will provide students with opportunities for faster degree completion, effective professional development looking to teach online, and use a common technology platform to streamline processes.

The State Authorization Reciprocity Agreement (SARA) is a new initiative designed to safeguard distance-learning students and provide them with greater access to online courses, as well as to protect state and institutional interests.

Distance Education surveys are currently being collected and assessed. The surveys aim at gathering information that is not collected through the MIS system.

The Distance Education Coordinators Organization is now an official nonprofit organization. The name is California Community College Distance Education Coordinators Organization (CCCDECO). [Click here to view Laurie's full report.](#)

New Business—Gaeir Dietrich reported

Math accessibility continues to be a challenge for ALEKS and Pearson; however, they are making steps toward implementing accessibility and informing their representatives of the accessibility services and troubleshooting. Their progress has been slow and will continue to be but they are at least aware of the problems and the importance of accessibility.

The DAISY Consortium is pushing for an EPUB3 DAISY Standard, which would allow for publications to be accessible. Gaeir Dietrich has volunteered to take part in the DAISY Consortium efforts of making eBooks accessible, which means she will have to travel internationally. Gaeir motioned to approve her involvement with the DAISY Consortium, which was seconded by Carl Fielden of Region 10 and supported by Joseph Polizzotto of Region 5, Danielle Westmoreland of Region 1, Thad Selmants of Region 2, CAPEd representative Janice Emerzian, and Student Senate representative Chuck Stevens.

This year the National Braille Association will host Gaeir's 3-day Braille boot camp at their annual conference in Ohio, Columbus.

The Access Technology Initiative of the CSUs is looking to collaborate with the HTCTU on making short informational videos on how to format with Word and how to create accessible PDFs among others. Also, the CSUs are collaborating with the HTCTU to put together a preconference at this year's AHEAD conference on how to mainstream their efforts towards accessibility.

Chancellor's Office Update—Scott Berenson reported

All travel expense claims MUST now include original receipts.

The department is looking into implementing Alternate Media minimum qualifications for new hires. If you have any suggestions or ideas regarding minimum qualifications for the Alternate Media position please contact Scott Berenson at sberenson@cccoco.edu

Livescribe is offering a discount on smart pens to the community colleges; to take advantage of this opportunity contact Suzy Schuman at sschuman@livescribe.com

ATPC Grant Update—Jeff Baugher reported

The Alternate Text Production Center recently experienced a virus outbreak on their servers in which they initially lost several thousand files. Fortunately, they were able to contain the damage, mitigate, and restore the loss files. During this time, the staff lost days recouping the lost files and implementing preventive measures and therefore fell behind on their normal day to day production and operations.

They are looking into purchasing new hardware to improve efficiency and to increase the number of files they can hold.

The Braille production program at the local prisons is in a state of flux as they are down to only one prisoner who is trained and experienced in producing Nemeth Braille. As a result, much of the Nemeth Braille production has been kicked back to the ATPC staff.

When requesting a book, it is crucial that the requestor provide the ATPC with the book's ISBN. This will ensure that the correct book is formatted. If the requestor does not know the ISBN, then it is essential that the requestor be as specific as s/he can when identifying the book.

Staffing at the ATPC is its number one problem. In the past months they have seen a lot of changes with personnel and it has taken a while to fill those positions. As a result of being short staffed, the work load and special projects have become cumbersome; however, the ATPC has been diligent and hard at work doing their very best to provide punctual and quality service. They are hoping to hire new staff very soon.

Assistive Technology & Alternate Media Update—Gaeir Dietrich reported

The HTCTU recommends that the Alternate Media Specialist ask the student to provide an original receipt of the book before providing the student with alternative media. By asking for original receipts, it absolves the specialist from being complicit in any potential fraud the student may commit. There are still some gray areas however, for instance, if the student is borrowing the book from a friend or a third party unassociated with the campus. Campuses that have gotten burned in the past have made it their policy to ask for original receipts. Keep in mind there is no official law or rule that states a student must provide an original receipt in order to request alternative media, but as a way of protecting the campus it is good practice to ask for the original receipt.

Window-Eyes

This free screen reader software is a great alternative to JAWS. To download it please visit: <http://www.gwmicro.com/News & Events/Latest News/?newsNo=299>

Kurzweil 3000 Firefly Community College webinars

There are two upcoming webinars that Kurzweil will host for the California Community Colleges to attend free of charge. The first is on [Tuesday, March 25, 2014](#) at 1pm and the second is on [Wednesday, April 9, 2014](#), at 9am. Please sign up!

HTCTU Activities Update—Jayme Johnson reported

The 20 Million Minds conference took place in Los Angeles this year and was a very informative. The discussion on the educational system was focused around under represented students and the nature of those circumstances. Finding ways to get access to higher education for these underserved students was the primary goal of the proceedings. For a full report of Jayme's experience click [here](#).

The Online Education Initiative was won by Butte, Foothill and De Anza colleges. Butte College will be administering the technological side of the grant and Foothill-DeAnza will provide the administration and oversight. The mission of the OEI is to use technology to provide exemplary student service and appropriate support. The initiative was primarily founded on the concept of enhancing degree transfer pathways, i.e. by providing distance education using a common online management system.

One of the many exciting things about this initiative is that it is fully committed to accessibility and in support of providing equally effective student service to underrepresented individuals within the higher education system. Just as the High Tech Center Training Unit believes in the value of accessibility, so does the Online Education Initiative, which is why Jayme Johnson will be working for the OEI grant full-time to ensure that accessibility is not forgotten and is implemented and considered every step of the way.

Some goals of this grant are to increase the number of associative degree graduates and transfers to four year colleges, improve retention and success of students enrolled in the online course exchanged, increase California community college education for underserved individuals, increase the ease of use and convenience of the online education experience, decrease the cost of higher education, and significantly increase the demand for an online course delivery system.

Regional Updates

- Region 1—Danielle Westmoreland—No report
- Region 2—Thad Selmants—No report
- Region 3—Roberto Gonzalez—reported

- People throughout the region have been pushing the district to provide accessibility with the websites and the online files. Roberto was asked to spearhead a district wide accessibility initiative for Peralta Colleges, which he is excited and proud of.
- Region 4—Kathleen Allen—No report
- Region 5—Joseph Polizzotto reported
 - Camtasia Relay is an easy to use tool that allows one to caption videos themselves.
- Region 6—Rick Carnahan—No report
- Region 7—Tina Anderson-Wahlberg—No report
- Region 8—TBA
- Region 9—Linda Pugliese—No report
- Region 10—Carl Fielden reported
 - Gaeir Dietrich was the convocation speaker at Grossmont campus, which went over very well and was received receptively by over 200 people. Gaeir's presentation created a productive conversation among the faculty and staff about universal design and access.
- CAPED Update—Dr. Janice Emerzian—No report
- Student Senate Rep—Charles Stevens—Reported
 - His CAPED Convention 2013 experience was very useful and insightful. He particularly found the veteran resource opportunities and panels to be informative. He is now engaged with the veteran's caucus because of his participation at CAPED.

Adjournment

Meeting ended at 4:28pm

Next meeting set for **Friday, June 06, 2014**