



Student Preparation and Success Council – Meeting Minutes
June 4, 2012
9B-Student Services Center- Ragan Room

Members

□ Audrey Yamagata-Noji (Co-Chair) □
 Richard McGowan (Co-Chair) □ Eric Kaljumagi □ Kristina Allende □ George Bradshaw □
 □ LeAnn Garrett □ Micol Christopher □ Alina Hernandez □ Linda Diaz □ Edgar Soto
 □ David Castaneda □ Dennis Lee

Absent: Richard McGowan, Matt Judd,

Guests: Grace Hanson, Director, DSPS; Don Potter, Manager, DHH; Dan Smith, Academic Senate

| Item | Agenda Topic | Status | Meeting Outcome |
|------|---|--|-----------------|
| 1.0 | Review Agenda & Minutes from May 21, 2012 Meeting | Approved; with correction of “Dennis” not “David Lee.” | |
| 2.0 | Information Sharing: Audrey: Richard: | Eric reported that the Student Success Plan passed through the Academic Senate and will go to AMAC. Audrey had Edgar Soto share his educational journey. The Council applauded Edgar’s accomplishments including his acceptance to UC Berkeley. | |
| 3.0 | AP 5142: Student with Disabilities – Accessibility of Audiovisual Instructional Material: Captioning AP 3450: Accessibility of Audiovisual Media- Captioning | AP 5142 Eric reported that there were 2 main concerns from the Senate: <ul style="list-style-type: none"> • <i>What is an accommodation?</i> Turning on captioning as an accommodation. Is the faculty then doing something they aren’t supposed to do ... providing an accommodation without authorization for one student and not to other students. • <i>What is sufficient standard for captioning? Always turning it on? Unless it’s an accommodation, do you need to turn them on? At what point is this a mandated accommodation?</i> Grace provided a document, “Why do we have to caption <i>all</i> audiovisual | |



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| | | <p>material? Section 508 says, “All training and informational videos and multimedia productions ... shall be open or closed captioned.” In 2002, a legal opinion for the Chancellor’s Office stated that the word “agency” in 508 applies to colleges/educational institutions.</p> <p>Grace addressed the issue of property ownership and captioning of videos produced by college faculty. If the producer of the video is asked permission to caption, it does not take away the property rights of the faculty member.</p> <p>LeAnn asked about the captioning of student-produced materials for a class project. Originally, the Task Force had language in the AP, that if the video was a class project and was to be shown only one time, it did not need to be captioned. This aspect inadvertently fell out of the AP along the way.</p> <p>Glenda brought up the confusion of when to turn on the captioning. Does a professor need to turn on captioning if there has been no indication from anyone in the class requesting it or if the student has not officially requested the accommodation? Grace presented that captioning is a good teaching and learning strategy, regardless of whether this is a specific accommodation issue.</p> <p>Grace explained that a legal accommodation is tied to a student with a disability versus an action to help someone feel comfortable. DSPS provides accommodations based on legal issues, like providing extra time for exams.</p> | <p>Regarding the references at the top of the AP: Need to clarify that “29 U.S.C. Section 794d” is Section 508 (we will add</p> |



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| | | <p>to present to the faculty member versus allowing the student to simply request the professor for the accommodation.</p> <p>Eric recommended changes to AP 5142: <i>Education Code and federal law provides that when a professor is in receipt of an accommodations letter which states the student is to receive captioning as an accommodation in the classroom, captions must be shown for all audiovisual materials in that class. Students with disabilities have a right to equal access of instructional materials ...</i></p> <p><u>Other Suggested Wording</u> An accommodations letter is not required to turn on captioning.</p> <p>Turning on captioning does not require an accommodations letter.</p> <p>Faculty may turn on captioning at their discretion.</p> <p><u>AP 3450</u> This was a unanimous “no” vote – based mainly on confusion.</p> <ul style="list-style-type: none"> • “New Purchases”: take out “in the classroom” • “Obtaining Copyright Permission”: ok • “Videos in Division/Department Collections”: ok • “Videos Purchased, Owned, or Produced by College Employees”: concern over college employees who produce their | <p>captioning).</p> <p><u>Accepted Wording</u> <i>Captioning may be used at any time at the discretion of the professor even without an accommodations letter.</i></p> <p>“New Purchases”: take out “in the classroom”</p> <p>ADD: <i>“The captioned copy of the video will be owned and retained by the College.”</i></p> |



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| | | <p>own videos. Faculty can own the uncaptioned video; but the college owns the copied, captioned video because the captioning cost was paid for by the College.</p> <ul style="list-style-type: none"> • “Recording and Using Videos from Broadcast Sources”: the second paragraph was added to clarify recordings that are obtained from sources in which copyright permission has not been obtained. • “Broadcasts, Webcasts, Podcasts, Website, Campus Portal”: • “Purchase of Captioning Encoder/Decoder Equipment”: • “Access to Captioned Materials for Faculty/Staff”: “campus events” in this case do not refer to “classrooms” • “Resources for the Loan of Captioned Media or Alternate Selection of Media” | <p>ADD: “The owner of the original video retains ownership.”</p> <p>STRIKE: “If a captioned version is not available and transfer of ownership is not possible ...”</p> <p>ADD: “Student produced videos, for a professor-assigned grade; do not need to be captioned.”</p> <p>ADD: “In this latter option, the employee must obtain permission to make an additional, captioned copy from the owner of the copyright.”</p> <p>DELETE 2nd paragraph under “Recording and Using Videos from Broadcast Sources.”</p> |
| 4.0 | <p>Reports from Committees</p> <ul style="list-style-type: none"> ➤ Assessment & Matriculation – Jim Ocampo ➤ Student Equity – Juan Carlos | <p>No reports from Student Equity.</p> <p>Jim reported that Assessment and Matriculation has addressed their</p> | |



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| | <p>Astorga/Phil Maynard</p> <p>➤ Basic Skills – Glenda Bro</p> <p>-Minutes – 3/8/2012, 3/22/2012, 4/12/2012</p> | <p>goals for the year including review of the AWE rubric; pilot testing of high school students at the college; automating multiple measures; developing pre-assessment workshops; looking at consequential validity testing in writing, reading and AmLa to compile data to submit for approval.</p> <p>Glenda stated that the Basic Skills budget will be voted on this week at the Academic Senate. The committee is looking at their 5 year goals. The template to write their report has not yet been received. It will come to Student Prep and then to the Senate.</p> | |
| 5.0 | Ongoing Issues: | | |
| a. | AP 5075 Course Adds and Drops – George/Eric | | Will review at the 1 st meeting in the Fall 2012. |
| b. | AP 4225 Course Repetition and Withdrawals – George/Eric | | |
| c. | Credentials Solutions Update - George | George updated the Council: Students can request transcripts inside and outside the portal. Some transcripts are being sent electronically if the institution can receive transcripts electronically; others are sent hard copies. There is a requirement that all community colleges have in place by this summer a system to receive and send electronic transcripts. | |
| 6.0 | New Issues: | | |
| a. | High School Assessment Pilot Testing at Mt. SAC - Eric | | Tabled to the next meeting. |
| 7.0 | Set Agenda for next meeting: June 4, 2012 – Last meeting of the Academic Year | Dan Smith was introduced as the new vice president, of the Academic Senate. | |