

# **STUDENT ENHANCEMENT THROUGH ADAPTIVE TECHNOLOGY (SEAT) MINUTES**

**May 13, 1999**

**9:30 a.m. – 11:00 a.m.**

**UCB 220 Conference Room**

Members Present: Craig Brooks, Charlie Jordan, Donna Martin, Maureen Morris, Joe Sizemore, Brenda Starck, Donna Young

Members Absent: Denise Labrecque, Bob Gates

1. The minutes of April 8, 1999, were approved as written.
2. Charlie Jordan stated that years ago SEAT decided to track the adaptive equipment usage. It was decided that the equipment would be tracked by station and software. Charlie will prepare some reports that he feels the committee would be interested in seeing based on the data collected to date. The committee discussed that not all users have recorded their activity when they have used a piece of equipment. Charlie stated that in Tempe they have card readers to track activity. Since SEAT felt we are not as concerned right now, it wouldn't be worth the expense. Charlie Jordan and Craig Brooks will do some research concerning the various software that is available that tracks usage.
3. Joe Sizemore compared the First Class Client and the First Class web base version. Joe stated he worked with both and felt the web version was more complicated to work with than the Client version. Joe found it difficult to cancel messages in the web version; however, he did like the voice tracking cursor on the web. In the Client version, the cursor tracking is not as good. Craig Brooks mentioned he would share this information with John Gibson, Information Technology, to see if the attributes in First Class can be changed to accommodate need.
4. Craig Brooks informed the committee that Information Technology has created a Cyber CD that is available in the Bookstore for \$5. This CD has all the fully supported software by Information Technology and is available to the ASU West community—faculty, staff and students. If you purchase a blank recordable CD and take it to Technopolis, they will burn the CD with this information for free.
5. Donna Martin informed the committee that Information Technology is acquiring three more adjustable, electric tables. One will be located in CLCC 233, and two will be located in CLCC 229.
6. The article on Emacspeak-2000 shared by Denise Labrecque was discussed. Since it needed a Unix editor and we don't use Unix, the subject was dropped at this time.

7. Charlie Jordan asked the committee if they had a chance to review the list of Naturally Speaking directories that he identified that contained voice files. He is currently backing up these files. Donna Martin said Cruz and Cruz0 could be removed. Donna Young said it was OK to remove Lou. Joe Sizemore suggested we look up when the users' voice files were last updated and if over a year delete them. Charlie stated that since he is acquiring a tape backup unit we don't have to be too concerned right now. He was only suggesting some cleanup if we knew for sure that the student would no longer need their voice files.
8. Donna Young recently attended a conference in Boston. While there, she was able to visit some of the campuses in the area. She stated that we are right up there with where they are technology wise. We have all the equipment that they have, and we have some equipment that is even more recent. She saw that Boston College and Northeastern had a very large deaf population. Boston College's lab housed both their testing accommodations and training. Northeastern had them disbursed. She saw that Northeastern also is making some of their adaptations instead of purchasing them. Also, in some labs they did not have any fluorescent lighting. They used track lighting or incandescent lighting.
9. Donna Martin shared with the committee that she would be attending a conference in Victoria, British Columbia, Canada. She felt that when members attend a conference it is nice to share the knowledge they learned.
10. Joe Sizemore informed SEAT that he will be taking a statistical class this fall and will need Jaws for windows in CLCC 104. Charlie Jordan will make sure it is installed for him.
11. Brenda Starck informed SEAT that she sent a thank you note to ASASUW and Dr. Sylvia Silva thanking them for supporting Robert Malone to attend the CSUN conference in California.
12. Maureen Morris informed the committee that WebSPIRS (Silver Platter Information Retrieval System) 4.1 is up. You will need an ASURITE ID and password to gain access. Maureen will find out who the ASU Main tech person is and will share this information with Charlie Jordan. She will also let the committee know when demonstration classes will be available.
13. Donna Martin and Denise Labrecque hope to devote some time this summer looking at the adaptive software and hardware that we use on this campus. Donna feels she is constantly putting out fires. Joe Sizemore suggested we stay away from Jaws 3.3. He stated that Jaws is issuing the upgraded software before it is ready. Donna asked how much the Macs were used in Technopolis. Craig Brooks stated they aren't used at all. Charlie Jordan stated that when we acquire software that we should look to make sure it runs on NT since this is the direction that the campus is heading. Although, he said we don't have to change right away. Jaws is licensed for both Windows and NT. Joe Sizemore runs NT at his

- job. He stated that Jaws needs service pack 4 in order to have all its functionality. They decided to stay away from service pack 4, and Joe has had to find workarounds. Craig Brooks stated that service pack 3 is loaded in Technopolis, and IT is reviewing service pack 4. During the summer, Craig stated that he hopes to optimize the use of Technopolis better. He plans on expanding the DRC area and add another computer. He wants to add a multipurpose machine to be a software evaluation/DRC/group station. Charlie suggested that a phone be placed in the DRC area so that students can call for assistance instead of having to leave and track down someone for assistance.
14. Donna Young asked Charlie Jordan to add Text Help to the computer in the Writing Center.
  15. Joe Sizemore stated the electronic card catalog in the Library is Jaws accessible and friendly to use. The college catalog, on the other hand, is not friendly and is hard to use.
  16. Charlie Jordan stated that at our last meeting it was suggested that a small group get together outside of the meeting to discuss PPP access. Donna Martin said that since the Library has WestSPIRS in place, there is no urgent need to look into the situation, and it can be dropped at this time. Even though Joe pointed out that you need dial-up access for e-mail, Donna Martin said she has not received any requests that this be provided.
  17. Charlie Jordan asked the committee their thoughts on distributing a student survey to find out if the students are using the adaptive technology and to seek their opinions. Donna Martin suggested that this could be part of the revamping of the DRC services she hopes to work on this summer. Charlie felt we should regularly survey students to obtain feedback. Currently, the only feedback we are receiving are from Joe Sizemore and Marlow. Donna Martin stated we could take a survey; however, she feels 85% of them will say they don't know about the adaptive equipment/software that is available even though she shares this information during her mandatory orientation. Craig Brooks felt it would be helpful to advertise in the hallway to Technopolis as to what is available. Craig volunteered spearheading a committee to write an article for the West Express to outline some of the services we offer. Craig Brooks also will look at the IT survey to see if some questions could be added concerning adaptive technology. Donna Martin, Charlie Jordan and Craig Brooks will work on devising a survey.
  18. Next meeting is scheduled for Thursday, June 10, 9:30 a.m. – 11:00 a.m.
  19. Meeting adjourned at 10:45 a.m.

Submitted by:

Brenda L. Starck