

**Mt. San Antonio College  
DSP&S Faculty Meeting  
March 7 2016**

**Present:** Barbara Quinn, Tim Engle, Julie Bradley, Christopher Walker, Vicki Greco, Eloise Reyes, Christine Tunstall, Jill Wilkerson, Heather Ponce (adjunct), and Silva Arzunyan (adjunct)

**Absent:**

**Guest:** Grace Hanson

**Agenda**

Review/Approval of January and February Meeting Minutes (Christine): Faculty approved a combination of Vicki and Tim's proposed edits in the January minutes. Christine thought she had emailed everyone the February minutes, but they were not received. She obtained a printed copy, but will forward them to Faculty for review.

**Follow-up/Completed items from prior meetings** (Tim):

DSPS 33: Tim submitted the DSPS 33 modification with January meeting minutes. Course is in stage 3 (division dean) for. Grace to review.

DSPS 12: Course was revised and is awaiting Grace's review.

DSPS 13: Course is in stage 3 (division dean). Grace to review.

DSPS 20: inactivation is at stage 3 (division dean). Grace to review.

ABI Planning Meeting: Grace approved a pre-semester ABI planning meeting and adjunct faculty will be compensated. This meeting is considered to have ongoing approval.

Summer 2016 Course Offerings: Grace approved faculty teaching requests for summer 2016.

**Pending/Ongoing items from prior meetings** (Tim and others):

Speech Pathologist Hiring Pool: Christine submitted a request to open a hiring pool for speech pathologists. **Grace and Tim will discuss at their next meeting.**

Transfer Survey for DSPS: Last report is the survey was with Research department. We have not gotten it back yet.

Flexible Attendance Accommodation: Continue to need wording to be addressed. Given recent communication with OCR this item needs to be prioritized. **A working group was set up to meet in Tim's office to draft it: Vicki, Eloise, and either Jill or Christine.**

Adjunct Participation: Tim and Grace will discuss the faculty recommendation regarding adjunct participation at the June and midyear DSPS Planning Day activities.

Fall 2016 Course Offerings: Tim and Grace to discuss faculty teaching requests for Fall 2016.

DHH Adjunct Counselor: Tim and Grace spoke regarding hiring of adjunct DHH Counselor Kimberly Han. Tim asked for clarification about details related to Kimberly's assignment and supervision plans. **Tim, Grace, and Julie to address.**

DSPS 32: Jill is working on proposed modifications. Course may also be submitted for distance learning approval.

## **New Agenda**

Information from Grace (Tim): Grace will attend last portion of meeting.

Information from Cyndi:

- There has been discussion regarding how to handle accommodation requests when they are submitted without attaching a signed contract for accommodations that have a contract (e.g. accommodated testing, audio recording). Faculty input was requested regarding whether we want to have students sign a contract with every accommodation request or to sign a contract with a counselor when establishing DSPS services and have a "file contract" serve as the agreement instead of having contracts attached to every request form. Faculty had many questions. Can we consider signing once as adequate? How to determine who signed? Do the approval when doing the intake and/or SEC? There's an adaptive furniture contract? What about a form or as part of their request, they and we initial that they have received the contract? **Faculty decided to move forward in concept and work out details.**
- Tim and Cyndi have been discussing ways to assess the "through-put" of accommodations as correlated with the amount of designated accommodation time allocated. Occasionally they are looking at numbers done as compared to time allotted.

Information from Carole:

- **Wish list purchase requests are due to Carole by Friday, March 18, 2016.**

Information from Brandy:

Brandy would like faculty to consider informing students that it can take up to a month in order for a file to be processed. This information is especially important when speaking with students who establish DSPS services close to the start of registration period as coding for priority registration can be delayed. Faculty were concerned with this extended time frame. Connect-Four will help those new students within our district still have priority registration, but this will have a negative impact on those who either aren't within our district or don't go to Connect-Four. **Faculty requested Tim discuss this further with Grace – return to 2 weeks? Maybe relieve some of Brandy's competing interests?**

Information from Margaret & Diana (Tim):

Front counter is receiving questions regarding when incoming summer and fall students can schedule appointments to establish DSPS services. There are several confusing issues. High School Outreach (HSO) is reportedly giving our front counter students files with verification. Silva used to work with Elmer in HSO and said he would note if the students had done their application, orientation and placement testing. Discussed priorities. Is the focus counseling before registration, or counseling before classes start? Those students from within our district have Connect-Four. Counselors definitely need students to complete orientation prior to meeting – can we tag our openings to just after their orientations? Competing priorities: current students, SECs, new students all seem equal, although some faculty felt current students should be higher priority. Silva suggested a way of coordinating the HSO file students' for placement testing and orientation. It is easier to talk classes with the student once the schedule is out (about 3-4 weeks before registration). SARS code for New Student was good for most students – maybe instead of Quicksteps. Be firm that placement tests and orientation must be completed before getting a new student spot. Do we want files from HSO, or should student bring it to DSPS? **Tim will review and bring this back.**

#### **Case Conference:**

Case presented by Tim and Eloise. Confidential discussion. They will note in student's file.

#### **Other:**

Grace arrived for the last portion of meeting to handle voting for new Counselor position interview committee. She discussed the importance of diversity (gender, age, and ethnicity) in selection of committee members. Faculty had already agreed to have one member from outside the department. Faculty each voted for 3 people (separate written votes). Grace will be part of the committee as well. **Within department committee members elected: Christopher Walker, Eloise Reyes, and Barbara Quinn. Also discussed ideas for member from outside department.**

SLO's on syllabi: **Grace reported from the VP of Instruction that this is now required.** Grace checked on Spring semester syllabi on S drive and found *none there!* Faculty with Spring semester courses are to upload those immediately. Discussed posting of SLOs. Grace proposed we could post them on our DSPS web page so that a link would take care of it. She reported from Don S a proposal that measurable objectives should also be on syllabi. Christine noted that her concern with SLOs on the syllabus is that with some SLOs, students being aware of the goal could influence the validity of data collection. She felt that measurable objectives, being what students are to be graded on, are not a problem to include on a syllabus.

S-Drive Documents: Grace reported new information has been posted within the Department Policies and Procedures file on the S-Drive:

- Cynthia Burnett has shared accommodations for students with HIV.

- Title 9 related information – Accommodations for women who are pregnant. Although an uncomplicated pregnancy is not considered a disability, information from cases decided at the graduate school level are indicating that if accommodations requested by a pregnant student are offered to other students on campus, they must be allowed upon request to this individual, including the student spouse of a pregnant woman. However, without a disability, DSPS does not receive categorical funds. College should be the source paying for the service, although DSPS will likely be involved in its provision.

SARS schedules:

- Don't lock your schedule
- Hold/Meetings/Other – please write what it is for in the comments section.
- Paperwork, notes and prep are getting mixed up: Prep is only for teaching. Paperwork is everything else. Don't use "notes," and LD scoring stays the same.
- If you repurpose time slated for doing accommodations, please change it in SARS.
- Ask front counter to use Academic Counseling as default reason code.
- If you do other things in a session, add them to the SARS reason codes for the student. These are included within MIS reporting.