

**Mt. San Antonio College  
DSP&S Faculty Meeting  
September 14, 2015**

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

**Absent:** (Grace will now only attend by invitation)

**Guest:** Robert Wren (Campus Safety)

**Agenda**

Review and Approval of June Faculty Meeting Minutes (Christine) - Christine emailed the June 2015 minutes to faculty last week. Faculty may send edits until 9/14 and then it will be posted to S drive and subsequently uploaded to the campus website.

Invited Guest at 400pm (Tim) - Robert Wren (Campus Safety) joined the meeting around 4:00 to meet faculty and discussed reviewing our emergency procedures for persons with disabilities this year. Robert discussed concerns with active shooting situation. In terms of dealing with students with disabilities during an active shooter situation, he indicated that getting help quickly is more important than staying and “protecting” those few who aren’t mobile. “Putting yourself first is most important.” Discussed how to deal with communicating with the deaf students. Robert may come and do a special presentation with Julie’s class. His main points were: “Think ahead, talk about it, and plan ahead” – even though most plans have to be adjusted as events actually unfold. Some prior advice was to get low; however Robert said do not take people out of wheelchairs.

**Follow-up/Completed issues from prior meetings**

Accommodations - Designated time for accommodations were placed on the schedules of FT counselors (except Julie). Two counselors were assigned to one hour timeslots on most alternating weeks through the rest of the semester. Faculty were asked to restore the time for appointments if the time is not needed for accommodations. Tim emailed this information faculty. Tim and Grace will be monitoring “workflow” associated with accommodation time to ensure that accommodations and placement test accommodations are being completed in a timely manner. Christine noted that she had scheduled T Th 3-5 for the first 3 weeks of the semester specifically for accommodations, but that this has now ended. Tim shared a chart of the status of accommodations: oldest request, newest request, number of shelves, and number of hours allocated.

Syllabi - A folder is available on the S-Drive for faculty to place syllabi for 2015-16. If you have not already done so, please place any current syllabi in this folder for courses that you are teaching.

Office Space - To manage space and to avoid confusion regarding adjunct office locations, adjunct counselors have been assigned to specific offices.

SARS - For scheduling purposes, please remember to label meetings/holds/other in SARS.

Appointments - Tim contacted Cyndi recently regarding counselor preference that appointments be scheduled for 45 minutes or 60 minutes and to try to avoid 30 minute appointments if possible. To assist front counter, faculty were encouraged to periodically monitor open "timeblocks" and make adjustments as needed to try to accommodate scheduling issues.

Adjunct Evaluations 2014-2015 - Adjunct evaluations are still under review. Paperwork associated with adjunct evaluations have been submitted to Tim. New contract will likely make changes to adjunct evaluative procedures. Tim noted he would be available to go over the adjunct evaluation feedback from 2014-15 with any adjuncts.

Transfer Survey – Student Equity Transfer survey for DSPS (Discussed at Planning Day). Vicki shared the updated survey. It now includes "not sure" as well as yes/no, and there are follow-up questions for each response. She and Barbara hope to meet with Audrey soon, and are requesting feedback from faculty by Sept 21, 2015. Contact either Vicki or Barbara.

Review of current Drop-In process (Tim) - Several changes were implemented for Fall drop-ins. These changes included:

1. Counselors should "clear" students from the SARS queue when the drop in appointment starts and not at the conclusion of the appointment. This will make it easier to tell from the SARS queue which students are currently with counselors and which students are waiting to be seen, and wait times can be better approximated along with decisions regarding when to stop accepting students for drop-ins.
2. Front counter has been notating student preferences regarding seeing a specific counselor but has also been communicating that if students want to wait for a drop-in they must be willing to see any counselor. Students who want to see a specific counselor are asked to wait to sign in for a drop in until approximately half an hour before the counselor is available for drop in. Exception is if the requested counselor makes a notation that he or she will see the student.
3. Students who have been called twice and who are not present have been removed from the queue in SARS and a notation has been placed in the student's file saying they were called for a drop-in but were not present. Students removed from the queue are asked to re-check in if they return. Exception is if the student needs to leave for a class in which case front counter will keep them in the queue and will make a notation in SARS comments.

## New Agenda

### Information from Brandi (Tim)

Advisory Board – Brandi will now head up organizing Advisory Board events. There is a possibility of having one meeting targeting universities and one meeting targeting high schools. This will be discussed further at Program Staff Meeting.

Scribes/Notetakers for DSPS Classes - Brandi asked that we develop a timeline for requesting these be assigned to our DSPS classes. Tim and Brandi had discussed having the request in by the time registration begins for that semester. The lead time would allow Brandi to assign, hire, or recruit needed staff to fill these needs. After discussion, faculty decided that for most classes, we would simply go ahead and request per the timeline. Then if the scribe/notetaker is not needed, the time can be released and the student worker reassigned.

### Information from Carole (Tim)

Front Counter - Carole and Cyndi asked that any desired changes to front counter “business practices” be addressed to Carole, Cyndi, or to Tim to avoid “mixed messages” being communicated to the front counter.

October Faculty Meeting - Carole wants to know if we will be rescheduling the October Faculty Meeting since most faculty will be attending CAPED on Oct 5. Suggested dates were Mon, Oct 12, or Mon Sept 28; she can book the FFCR. It was felt that Sept 28 is likely already booked with appointments. Julie checked SARS and blocked 3:00 – 5:00 Oct 12 on faculty schedules. Christine and Eloise were scheduled to meet regarding workshops; they will adapt and/or reschedule.

Referral Process for Puzzle Project (Chris) - Chris requested that students who may be good candidates for the Puzzle Project be referred to him or send him an email and he will contact them. He is currently interviewing prospective students. Chris is also working on increasing the project to 10 students, and is arranging for funding to pay the matched peer mentors. He has also requested funds to add hours for Heather, either as LHE or separate funding.

Student Requests for Designated Space for Medical Needs (Silva) – Silva had a few cases within a short time who were requesting designated space/location to address personal medical needs. Tim noted deferring a student while he consulted with Marty in Health Services. Marty then clarified the issues with the student, and it was resolved from a medical provider perspective. Faculty should mostly focused on student responsibility in managing their schedule to best handle their medical issues, and then to consult with Health Services as needed.

## Case Conference

Confidential discussion of one case.

## Committee Updates

Health and Safety (Tim) - Did Farm tour, looking at accessible pathways, shade structures, benches. Working on getting standards in place for the evacuation chairs.

Distance Learning (Jill) - Moodlerooms contract has been extended for two years (includes this year). The online project will be using a CMS called Canvas, so DL will look at that as well. There is now online tutoring available for all DL students. Planning DL conference November 6 on our campus.

Faculty Association (Vicki) - Vicki emailed notes. Highlights: action item – voting on a 3<sup>rd</sup> option with Delta Dental. Faculty voted yes on having 3<sup>rd</sup> option. CCA conference Oct 16-18 in Double Tree in San Jose. Contact Eric K. if interested. Putting on the Hits March 4-5, 2015, there are also going to be other fundraisers for raising scholarships. **Looking for questions regarding negotiations by Sept 30<sup>th</sup>, contact Eric K.**

Academic Senate (Eloise) - Open nomination for Senator-At-Large, forward candidate statements to Dan Smith. There are several committee openings; Eloise will share the info by email/mail.

Educational Design Committee (Tim) - Doing 4 year reviews.

Counseling Curriculum Committee (Vicki) - Vicki will be sharing Counseling's Curriculum Committee process, which is now more formal. She represents DSPS.

Student Equity (Barbara) - Rather than simple updating of the plan, it will be done on a completely new form. A new writing team is being assigned.

Review and approval of Faculty Hiring Request for DSPS Counselor (Tim) - A draft of the faculty hiring request was distributed. Adjunct faculty were excused, and remaining faculty provided final review of the Faculty Hiring Request. No further changes; **Tim will sign and submit to Grace.**

(Not covered)

### **Administrative Discussion (Time Permitting).**

#### **Modification to DSPS-13 (Barbara)**

-At Flex Day it was discussed that consideration be given to changing the grading in DSPS-13 from letter grade to P/NP. This would require modification request to Ed. Design.

#### **Inactivation of DSPS-20 (Jill)**

-DSPS-20 is on the curriculum list as a course needing 4-year review. It was reported that this course should have been deactivated. If it is still an active course and needing deactivation, Tim can initiate deactivation paperwork.

#### **Accommodation Authorization Revision – Flexible Attendance (Christine & Grace)**

-A suggestion was made to add language to the electronic accommodation authorization form to address flexible attendance.

#### **SLOs for DSPS 32 and DSPS 30 (Christine)**

#### **Computer Access for AWE Placement Test Use (Barbara)**

-It has come to our attention that students who take AWE placement tests in DSPS are taking completing the “paper and pencil” tests while students who take the test in Assessment Center are completing the test using a computer. Should efforts be made to use consistent administration practices for the AWE?

#### **Course Substitution AP (Tim)**

-Tim and Grace met over the summer to discuss possible content and conceptual changes to the AP on course substitution as an accommodation. Tim met with Art Nitta over the summer as well to discuss experiences with the course substitution process and had an initial discussion about possible changes that may be agreeable or controversial.

#### **DSPS Internship Recommendation (Taskforce)**

-Christine, Chris, Eloise, and Vicki (possibly) agreed to provide an overview of pertinent issues along with recommendations regarding whether to proceed with pursuing DSPS faculty interns at the Sept faculty meeting.

**Future Meeting Radar (Tim)**

**SEC Letters and Instructions to Students**

*-It would be helpful for faculty to discuss the letters sent to students related to the need to update their SEC. Of relevance is the students identified as needing to receive notice (how soon will their SEC's expire), the language of letters (renewal of services language versus termination of services language), the frequency of the letters (monthly, every semester), and instructions given to student (schedule apt, drop-in, etc).*

**Overload / Banked Leave**

*-The request and approval process for course instruction or counseling hours to count for banked leave or overload is unclear. A consistent process is needed.*

**Release of Information Form / Philosophy**

*-It would be helpful to discuss our thoughts regarding releases of information signed by students as related to permitting the sharing of information versus mandating it.*