

Mt. San Antonio College DSP&S Faculty Meeting November 2, 2015

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

Absent:

Agenda

Review and Approval of September Faculty Meeting Minutes: (Christine) Christine did not complete the minutes from last month. She will follow-up with various faculty regarding questions in her notes about their topics and then send out. Please review for accuracy.

Follow-up/Completed items from prior meetings

SEC Letters (Tim): Tim spoke with Brandi regarding faculty concerns related to current plans to send SEC update letters to students. It was planned to be discussed at the October 2015 Program Staff Meeting but was not addressed due to time. Will request it be discussed at the November Program Staff Meeting.

Pending/Ongoing issues from prior meetings

Transfer survey for DSPS (Vicki/Barbara): Vicki reported that the survey is with staff in Research who are working on format and how to make it work online. They hope it will be distributed in Winter Intersession.

Inactivation of DSPS 20 (Jill): Jill presented rationale for inactivation. There was discussion of repeated attempts to inactivate this course, and of the issues with this course – and others – where students enrolling may not have the appropriate skills and/or background. Faculty were in agreement with rationale.

Modification for DSPS13: Eloise reported that the process to change this course from graded to P/NP is still pending. She will follow-up.

Course Substitution AP Revision (Tim): Tim reported that he and Grace have discussed this process, and that he and Art Nitta (Math Dept Chair) have discussed the concept philosophically. Tim plans to meet with Art after he and Christine discuss a specific student regarding a request.

New Agenda

Information from Grace (Tim)

Accommodations: Grace is asking that faculty keep up with processing classroom and placement test accommodations and notify her if there are issues with timely processing. Tim has scheduled some designated accommodation times for faculty and whoever is scheduled is considered to have primary responsibility to complete accommodations on a week by week basis. Timeliness has improved for classroom accommodations, but placement tests are an issue. Please use designated accommodations time for placement test approvals also.

DSPS Internship Recommendation (Taskforce): Christine and Eloise met regarding initial ideas for Internships and review of the contract. Christine shared minutes from the meeting and also her discussion with Eric Kaljumagi regarding contract guidelines. While workable for a credit class, she felt the design was not workable for Counseling or other Instructional Specialist duties/Speech Pathologists due to the LHE translation and the amount of the supervisor's non-LHE time needed to supervise. Graduate students in Counseling and in Speech Pathology need internships during their degree programs. Previous Speech Pathology Interns have been volunteer. Vicki reported that Counseling has designed a structured process for interns but they are not paid. We have so much in flux right now that we'll wait to consider supervising Counseling interns, whether paid or not. Speech Pathologists may consider continuing current design for their interns, which is volunteer.

Winter and Spring SARS Planning: Discussed continuation of weekly drop-in's staffed by 3 counselors. Alternating Mondays and Thursdays had been chosen based on counselor availability. But appointment wait-times are currently 4-6 weeks. Vicki felt time would be better used for appointments than for drop-ins. While we don't want new students during drop-ins, we also don't have any appointments left for this semester. There were questions about how many hours are currently available for counseling sessions. Julie is now teaching (ie fewer basic hours), doing DHH drop-ins, but no longer seeing other students. Tim has Dept Chair hours/LHE. Many of us have committee meetings. Tim needs to populate the Spring 2016 for a drop-in schedule soon. Planning for College committee is discussing reserving certain weeks in Spring to have available for new students. Chris asked about our monthly Info sessions – no one has come to the ones he's done in recent months. Spring is likely better attended. Counselors also now have a few designated accommodation times. Accommodation times are scheduled individually, approximately a week apart to allow for accommodations to come in and to allow for timely processing. Faculty also discussed the need for increased accommodation time or drop-in's during "peak times." For drop-ins there was only Thursday morning of the 10th week available for students to discuss concerns about withdrawing from classes. Christine and Jill had concerns about this as they knew many students needing support could only be referred to that morning. Some students who use the HTC dropped in to catch Jill or Christine, and each handled some questions by email. Most faculty felt our numerous priorities are competing against each other and need review.

Accommodation Authorization Revision – Flexible Attendance: Continued discussion from October 2015 meeting. Plan follow-up discussion on December 14th with available faculty.

Four-Year Review: Barbara reported that DSPS 12 was returned for Content Review of advisory pre-requisites. She will work with Tim. Christine noted the same had happened for DSPS 33; she copied the Content Review from the original course request and resubmitted.

Case Conference

Confidential discussion of 2 cases.

Committee Updates

Distance Learning (Jill): Jill sent email update. The committee is looking at Canvas – the CMS proposed for use by the Online Education Initiative (OEI). The committee is evaluating it and will make a recommendation to our Academic Senate. The Moodlerooms contract will be coming up; Canvas will be used by OEI and is free, and is reportedly user-friendly and accessible. There are some MtsAC faculty who have been teaching a course in Canvas, but only our own students, not as part of OEI.

Faculty Association (Vicki): Vicki sent email update. Voting tomorrow on annual goals – was attached to email. She passed it around meeting and faculty approved. Discussed a campus “celebration” of adjuncts. Winter conference is coming; she wasn’t sure of dates. Spring conference will be in Costa Mesa. Dental insurance proposal passed, so there will be an open enrollment for that. She shared committee vacancies.

Academic Senate (Eloise) Eloise sent email update. Plenary is this week. Issues include involving Bachelor degrees at CC’s, and process for how students choose to identify gender-wise. President Scroggins spoke with Senate about shooting at Umpqua College in Oregon and shooter-on-campus scenario training. Talking about one way messaging (audible/flash) to get emergency information into rooms on campus. Faculty asked if this included counseling offices as well as classrooms. Tim interpreted it as all rooms. Faculty felt there are mixed messages about how to handle shooters.

Educational Design Committee (Tim): EDC is continuing to review classes. MAP has been slow handling course updates. It will be discussed in Curriculum & Instruction.

Counseling Curriculum Committee (Vicki): They are looking at SLOs for COUN 5 and will be reviewing results for COUN 51 SLOs. Vicki has spoken with Eloise about DSPS 12.

DSPS Planning for Institutional Effectiveness (PIE) (Christine): Committee is proposing a mid-year planning day. Occurring December-ish, this would be a time to review/update for our annual June Planning Day. Department is considering December 14, but many faculty are off during that time. If meeting during Finals week is not feasible for faculty, she asked if we can schedule something for Winter before appointments are put in? There was some discussion about using February Flex day. This is a floating flex day and not all faculty are planning to be on campus. Tim will look at schedules. Faculty who are here on December 14 should attend the morning session and can work together on projects during the afternoon.

Behavior and Wellness (Tim): Tim and Eloise provided an update on a student being monitored.

Student Equity (Barbara): Barbara discussed recent events in the re-write of the equity plan.

Professional Development Council (Vicki): They are finalizing a survey for faculty to decide what they want/what's important in professional development. Flex Day proposals have been requested by Senate.

Adjunct Faculty Issues (Full Time Faculty Only; 430-500pm)

Tim asked for the last half hour of the meeting be reserved to discuss full time faculty roles in working with our adjunct faculty and in properly conducting evaluation. He has a PowerPoint from Eric Kaljumagi that he offered to share. We have 5 adjunct faculty (Carmen, Silva, Heather, Jennifer, and now Matt). There was discussion of "classroom observation," and whether it included Counseling session observations. Faculty agreed it should. Discussed what "rehire rights" means.

- Silva Arzunyan – (Hired Fall 2013. No rehire rights. Year 3) Silva needs student evaluations, which she can collect herself, and an observation. Eloise offered to observe a counseling session. Tim will complete a dept chair evaluation.
- Carmen Stephens (Hired Fall 2012. No rehire rights, but Spring 2016 will be her 8th semester. Year 4); Tim reported that Carmen has been having students completing evaluations but this year it is supposed to be coordinated by a full-time faculty member. Those she has done on her own aren't official and won't be included. Julie offered to observe counseling and oversee the student evaluations. If Carmen teaches DSPS 32 in the Spring, she'll need to be observed. Jill offered to do the classroom observation. Tim will complete a dept chair evaluation.
- Heather Ponce (Hired Fall 2005. Has rehire rights. Year 3) She needs student evaluations and can conduct them herself. She does not need a classroom observation. Christine reported that she observed Heather in DSPS 31 and collected student evaluations for that class. She plans to have student evaluations available during Spring 2016 for the HTC/ABI Program portion of Heather's assignment and will work with Heather on coordinating them. Tim will complete a dept chair evaluation.
- Jennifer Chiu (Hired Fall 2014. No rehire rights. Year 2) Jennifer needs student evaluations, which she can collect and summarize. Christine and Jill will assist her. She also needs to be observed. Christine or Jill will observe HTC/ABI Program in Spring 2016. Tim will complete a dept chair evaluation.
- Matt Dawood (Hired Fall 2015. No rehire rights. Year 1). Tim needs student evaluations and classroom observation by full-time faculty. Christine and Jill will coordinate observations and student evaluations of his limited HTC time. Tim will complete a dept chair evaluation.

Tim discussed the time frames within which evaluations are to be completed. He urged discussion of our process to determine which "gaps" we are trying to fill, and requested he be involved in decisions regarding changes to assignments and to recruitment/selection of adjunct faculty. Faculty are to have adjunct request needs go through Tim.

There was also discussion of an issue with the Student Evaluation form for counseling.

Regarding Counseling Adjunct hiring: it was requested that we consider coordinating with Counseling in the hiring process, as EOPS is doing. Then the adjunct counselors in DSPS may have opportunities for assignments in the General Counseling program. In the counseling faculty meeting, it was reported that adjunct counselors hired outside of Counseling's coordinated process would not be considered for assignments in general counseling.