

**Mt. San Antonio College
DSP&S Faculty Meeting
January 11, 2016**

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

Absent: Jill Wilkerson

Guests:

Agenda

Review/Approval of December Meeting Minutes: Minutes for December were approved with minor edits. Christine confirmed that material which faculty had determined was confidential was removed from prior minutes, both S-Drive and web posted documents.

Follow-up/Completed items from prior meetings:

Approval of Calendar changes: Grace accepted the recommendation that DSPS department chair tentatively approve calendar change requests so that SARS faculty can receive more prompt feedback and so that SARS can be updated in a timely manner. Grace will inquire if she has questions or concerns.

Spring Drop-in and Accommodation Schedules: Tim scheduled Spring semester drop-in appointments and accommodation times for counselors (excluding Julie). Efforts were made to try to distribute the amount of time allocated for each activity evenly across FT counselors. Christine noted that she again scheduled T Th 3-5 for accommodations during the first 3 weeks. **Reminder to faculty to also do accommodations during available times in drop-ins and no shows.** There were some late accommodation requests for Fall. Rather than place them in the assigned counselor's mailbox, Tim had Cyndi place them in the same place as current requests, but marked differently. **Reminder to faculty to watch for those as well as for testing accommodation requests.**

DSPS 12: Barbara responded to Michelle Sampat, accepting the proposed changes to the COR and completing Content Review forms as requested. Course is in stage 5 in WebCMS.

DSPS 13: Eloise updated DSPS 13 to change the course from graded to P/NP. Course is moving through WebCMS. **Tim and Eloise will monitor its progress.**

DSPS 20: Tim attached the November meeting minutes approving inactivation of DSPS 20 in WebCMS and forwarded it to Grace.

Pending/Ongoing items from prior meetings:

Drop-in times: We're doing better clearing students. Reminder to continue to clear **students from the drop in list when you bring the student back to your office.** There are still some inconsistencies related to when counselors clear students. Clearing students when they are taken for a drop in appointment helps the SARS list to reflect the students who are currently waiting.

Transfer survey for DSPS: Barbara verified that the survey is still with the research department.

Flexible attendance accommodation: **Wording of this accommodation as part of the form going to instructors still needs to be addressed.**

"Steps for a New Student": The document is undergoing final revisions – minor edits – with Eloise and Tim, and **will then be submitted to Grace for review.** We'd like to have this form available for the Feb 9 Planning for College event.

New Agenda

Information from Grace (Tim):

- Job Fair: Grace is asking if any faculty would be interested in attending the Los Angeles Job Fair on 1/30/16 from 10am – 3pm at the Hilton Los Angeles Airport to providing information about the new DSPS counselor position. The deadline to RSVP to the job fair is 1/14/16. **One counselor was willing if it was in the best interest of our goals. Job Description is still pending. Tim will follow-up.**
- SLOs on Syllabi: The college and accreditation require that all syllabi either identify the course SLOs specifically or provide an e-link to where the SLOs can be located (Reference – 12/9/15 email from Grace to DSPS faculty). Faculty discussed pros and cons of posting SLO on syllabi vs providing e-link. It will vary depending upon the SLO and course. Link process to specific SLOs appears to be broken **and will share with faculty who want to use that approach.**

Information from Carole:

- Carole is asking for teaching schedules for summer 2016 and Fall 2016 so that entries can be made into Banner. Summer is needed by February 9; Fall by March 8.

Form to Indicate Teaching Requests and Classroom Preferences: Carole created a form to allow faculty to make requests regarding teaching assignments, classroom locations, and use of classroom space for other purposes. It is hoped that a centralized form will improve tracking of teaching requests and approvals and allow for identification of

credit v. non-credit classes, and regular assignment v. overload v. banked leave. There won't be prioritizing – if there are conflicts, we will work them out. This is a running record. Tim shared the form for faculty to begin input. **Noted that a column will be needed for the number of weeks the course is offered as some are being offered short-term.**

DSPS-33 Modification (Christine): DSPS 33 has the unusual advisory pre-requisite of concurrent enrollment in a Math 50-130 course. Although approved in the original submission, the curriculum review process is requesting repeat of the rationale for the 4-year review, and support for this change needs to be documented in the minutes. Christine explained the rationale behind the advisory co-requisite, including the need for material from the co-requisite class to be used during individual assignments. Faculty were in support.

Opening Search for Additional Adjunct Counselor (Tim): Faculty discussed need for replacement adjunct counselor, with general support to do begin process. Vicki brought up Counseling's process for hiring adjunct counselors, and expressed support to participate in that process so that counseling services would be coordinated. Faculty discussed using Counseling's pool and flagging appropriate backgrounds, and/or working internally. Faculty discussed checking with Counseling, but primarily to move ahead internally. **Tim will contact Counseling.**

Opening Pool for Adjunct Speech Pathologist Position (Christine): Christine and Jill have been advised to discontinue direct lab instruction, which will affect hours in the ABI program that will need coverage in Spring 2016. Christine proposed opening a hiring pool through HR to identify Speech Pathologists who may be available to meet this and possible Speech Pathology needs in the future. She and Jill will also be contacting their referral bases, which are more likely to connect with Speech Pathologists with backgrounds in adult brain injury. Faculty approved opening a pool. **Tim will consult with Grace about Christine and Jill continuing their lab assignment for Spring 2016 while we work out the bigger picture of future coverage.**

Adjunct Counselor for DHH (Julie): Julie has been reviewing the potential of an adjunct DHH counselor. She and Don Potter interviewed a counselor (who is also deaf), and are trying to establish funding through SE or SSSP. Discussed space in DHH center. Their move-out date – for remodeling – remains unclear, but for now 20-9 is being retained for that purpose. This will leave the 9B DHH program offices and cubicles available.

Mid-Year Planning Day: Tim is encountering significant scheduling challenges related to finding a time that will work for faculty to meet for mid-year planning (PIE) given current schedules. We could try to have an extended faculty meeting by starting a future faculty meeting earlier (e.g. 1pm instead of 3pm). We could also forgo having a mid-year faculty planning day for 15-16 and incorporate a day into our calendars for 16-17.

Faculty were most in favor of extending a meeting in March. Problem is teaching; Jill and Heather are teaching. We'll see if they can make arrangements.

Release of Information Philosophy and Practices (Tim and Barbara): Do releases of information signed by students allow the optional sharing of information or do they mandate it? Also, some files have been discovered having signed release of information forms without indication of who should receive information or the nature of information that should be released. Faculty felt it meant that information "can" be shared but is not mandated. There was further discussion about the omitted information in releases, which may be occurring when the student personally delivers verification material. Faculty felt that if the student provides the material, then no release is needed and in fact could be a problem if the source information is left blank. Is this form mandated regardless of who provides the information? We'll need to check with Brandi and/or Grace.

Drop-ins – (Vicki): Vicki raised concerns about the number of drop-in counseling hours versus counseling appointment times available of last Fall semester versus the Fall semester 2014. Drop in counseling had an increase of nearly 100 hours while counseling appointment availability was down by about 200 hours from the previous fall semester. Additionally, counseling appointments were booked out way in advance from nearly the beginning of the semester this Fall 2015. She wanted a discussion of the goals of providing drop-in counseling services as there are no parameters regarding types of student needs being prioritized for access to drop in counseling. At this time, any DSPS student who wishes to see a counselor is allowed to check in for a drop in. Faculty discussed that is not the role of the front counter to determine who should and should not be seen for a drop in and that asking the front counter to decide who should be allowed to see a counselor is unfair for the front counter staff as it could place the front counter staff in an uncomfortable position. It could be bad for a student if he or she is turned away from seeing a counselor based upon a short conversation at the front counter. Faculty discussed ways we have been tweaking the process of scheduling drop-in counseling, including new student vs SEC updates vs other issues, and times (like CAPED) when we were understaffed. Of particular concern is SEC update student who has no shows and doesn't use services reliably but wants their SEC updated so they can have priority registration. Discussed idea for student completing card of "why are you here" that can be triaged (perhaps by Robert Coder?) Faculty liked the idea of developing a card and pursuing possible triage. For next SEC letter, should the students be offered drop-in times, appointment or both? Tim will find out plans for the next letter. Faculty felt that current changes Tim has implemented have been helpful. No action was taken on this matter.

Repurposing Same Day Cancel's for Same Day or Drop in Appointments (Tim): Continued the discussion about the lack of appointments available for students. An option would be to open up appointments listed as Same Day Cancel and make them available for same day appointments, or to open them up for Drop-in times if they happen to occur

during a timeframe when drop-ins are occurring. If this option is supported, details would need to be worked out regarding how much time is needed between the advisement of a Same Day cancellation and the scheduling of a Same Day appointment (e.g. 2 hour notice) as well as how to make entries into SARS. Faculty were in support of these options for appointments that are cancelled at the beginning of the day. Later we may consider expanding this.

Future Non-Credit DSPS Courses and Programs (Julie & Christine): Julie and Christine raised the question of non-credit DSPS courses (not mirrored), which need non-credit instructors. They proposed that we begin to consider the future of non-credit DSPS courses and programming. There is currently an interim coordinator of the Older Adult Programs in Continuing Education, and they proposed meeting with this individual and/or Madelyn Arbello (new Dean of Continuing Education) to discuss options with them. Further discussion was postponed until we have more information and Jill is available to participate in the discussion as this clearly impacts the ABI program.

AHEAD 2016: Tim reported that the AHEAD Conference is scheduled for July 11-16 in Indianapolis, IN. Per Robert, Fall registration is July 13. Grace and Tim have not yet discussed whether any travel funding will be available. However, options for office coverage will need to be considered if anyone attends.

Planning for College: Barbara shared a sign-up list for staffing break-out sessions during the planning for college. Event is scheduled for February 9, 2016.

Committee Reports (as needed):

Health & Safety (Tim): Discussion of events during “bomb scare.” Continuing on huge project of making doors able to be locked from the inside, mainly classrooms and offices. If you come across a door without a lock that you feel should have a one, submit a “school dude” request. They are working on clearer signage on campus and increasing number of blue phones. Julie noted that a non-verbal student had difficulties with the system.

Student Equity (Barbara): There is a meeting Friday for this year’s proposals. Julie, Chris Walker, Carole and Don Potter will be attending. Julie will also represented Christine’s and Tim’s submissions.