

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

Present: Grace Hanson, Julie Bradley, Vicki Greco, Tim Engle, Christopher Walker, Eloise Reyes, Christine Tunstall and Jill Wilkerson

Absent: Barbara Quinn

Agenda

Minutes from February: Christine sent out January and February minutes. There was no feedback. **She will upload them to the S drive if there are no corrections.**

Completed items from 1/12/2015 Meeting: (Tim and others)

- Fall Class Schedules – Fall class schedules received to date were approved by Grace and forwarded to Carole for Banner Entry.
- Tim initiated deactivation of DSPS-10. It has been submitted to Division Dean stage for review and approval.
- Loni Nguyen contacted Jill, Vicki, and Tim regarding her ideas about brain based interventions. Jill and Loni scheduled a meeting. **Jill will provide an update to faculty after meeting with Loni.**
- Tim updated Brandi regarding the issues she raised about scribes and data tracking. Brandi will use her discretion to determine if a scribe is needed when both a notetaker and a scribe are approved as accommodations and will speak with a counselor if needed for assistance in making decision. All data tracking forms will be placed in file outside her cubicle.

Four Year Review: **(Point-person faculty should update their course and submit)**

- **DSPS 12** – (Barbara had shared with Tim) Recommended adding number of pages in Methods of Evaluation, Category 1. Course overlap was addressed when the course was new; she can add comment or wait to see if EDC wants an update. Vicki spoke with Michelle Grimes-Hillman about 8c. She recommended **changing the Liberal Arts/Sciences degree designation to Basic Skills**. Tim will follow-up with Barbara to discuss changes. Faculty support approval of course with modifications discussed.
- **DSPS 34** – Jill decided to remove the “for Students with Disabilities.” She also spoke with English Dept regarding pre-req. Tim made suggestions for **comments to be added to the Rationale on the Cover page, and under Method of Evaluation**

Category 1, to make the first one less like a sample assignment. Focus more on outcome or product. They might want the length of the portfolio. Vicki asked whether removing reference to disabilities somewhere in the curriculum would open this to English professors to teach. Faculty felt DSPS prefix would prevent this. Faculty support approval of course with modifications discussed.

- DSPS 33 – Christine discussed plan to not include pre-requisite considered earlier because the course *could* be taught for lower or upper math levels by another professor. Modification of language in Sample Assignment 1 was suggested to be more directional. Faculty support approval of course with modifications discussed.
- LERND1 - (Christopher Walker) Although this is considered a four-year review, input into WebCMS is treating it as a new course because it has not been previously entered into that format. Course is geared towards speech-language and cognition issues related to brain injury. Other disabilities (e.g. voice, fluency, autism) are seen individually. Faculty support approval of course with modifications discussed.

Case Management/Case Conference:

Confidential case discussion.

Concussion: Issues and Strategies (PowerPoint), and Assessment of Factors Influencing Aptitude in Algebra (Paper)

Prior to our February meeting, Christine had emailed these two documents, and then shared hard copies with the faculty. Today she briefly reviewed the information in each, noting that she is being contacted from other campuses about them and wanted faculty aware of the information in case they are asked. Jill and Christine discussed documenting slowed processing using the SCOLP or AQT (noted in the PowerPoint) so as to be able to provide basic accommodations and services while waiting for more complete verification, and repeated use of them to monitor progress recovering from concussion.

2015 – 2016 Calendar Approval Process

Tim suggested that when we submit calendars, we consider them tentatively approved until they are submitted to SARS. He can more easily view it in SARS and make observations regarding coverage. Julie discussed some key time frames where the coverage can be an issue; sometimes there is no counselor after noon. Goal is a minimum of one counselor present on a day. Faculty were good with these ideas. This needs to be discussed with Cyndi for SARS entry. Calendars are due by May 4, 2015. Vicki suggested that next meeting we can discuss course needs for next academic year.

Spring 2015 Drop-in Appointments for SECs

SEC updates have gone out, and many of these can be served through drop-ins. Tim is proposing that we have 3 counselors available at the same time for drop-ins with about a 3 hour block, and different parts of different days. (6 hrs per week – 2 3 hr blocks?)
Tim will send out a follow-up email; let him know your preferences for day/time.

2015 Conferences – AHEAD and CAPED

Get information about your interest in these conferences to Tim/Grace soon. If you want to use the faculty \$200, note that on your travel request.

MOU on Counselor Hiring and Reporting Protocols

Concerns from Counseling about newly hired counselors in areas that have no oversight

Faculty discussed this topic, noting areas of concern.

(Grace input – Concerns regarding confusion between “department” and “discipline.” The counseling discipline involves all counselors at Mt SAC. DSPS is also a discipline; and she has concerns about separating counselor issues from instructional specialist issues within DSPS. In addition, she feels DSPS counseling is different from general counseling.)

The document “Reviewing the ‘purpose and function’ of our MOU with our VP” was discussed, with the a, b, c (noting that c should be “Counseling discipline”) should be included in #2, 3, 4, and 6.

Faculty voted on whether to accept the document, or to propose changes. The vote did not support the document in its current form. Tim requested that faculty submit suggested changes to him.

Future Meeting Radar:

- April Faculty Meeting
 - Decision of whether DSPS counseling faculty are currently open to having any paid intern(s).
 - 2015-16 Faculty Full Time Hiring Request
 - Update on process for 100 unit appeals
 - Follow-up possible on tracking sheets, scribe/notetakers, consideration of new faculty position request
- May Faculty Meeting
 - Initial 2015-16 calendars should be ready by the May Faculty Meeting
- Course substitution – the AP on course substitution should be reviewed and discussed as questions exist related to whether current DSPS assumptions and practices are aligned with the AP wording.