

Mt. San Antonio College DSP&S Faculty Meeting March 10, 2014

Present: Barbara Quinn, Tim Engle, Julie Bradley, Eloise Reyes, Christine Tunstall and Jill Wilkerson, Vicki Greco

Guests: Brian Heflin, Carole Ludwig, Margaret Palumbo, Lori Maham, Don Potter, Gabby Garcia-Untz, Robert Coder

Absent: Christopher Walker

Agenda

Presentation of Apex System: Brian presented the latest version of our electronic files DSP&S Paperless Management System. Log-in with your credentials. We can control what access different levels of staff can have. We looked at Data Tracking, Ed Accom Form, SEC IR (which lets us know for approved accommodation each semester, whether it was requested and used or not), SEC Form which includes placement test scores for prior 2 years, Case Notes – we suggested purpose be changed to same terms as tracking.

We can access MAP/Degree Works from here; it's a new window and you log-in with your credentials.

Feedback:

- Tim expressed a future interest in being able to know, for example on testing, when the student's appointment was, when the student arrived, and how long they took for the test.
- Also discussed ways to identify students who are short-term (e.g. broken arm), and who quit using services for a time.
- Vicki noted that the Counselor label is being used for all professionals. We suggested use of "Faculty" instead.
- Can we find a way to determine whether a student seen before Fall semester actually got into classes? Brian noted that would need a program written, which wouldn't be difficult to write. The program captures current information, but doesn't communicate back to Banner or update. It captures at the moment.
- Abbreviated Ed Plans – will be available through MAP.
- Special forms – DHH, ABI, etc., we will work with Brian as we get to these.

This is already live. Discussed possibly starting new students in summer with alert in SARS to electronic file. Verification would need to be scanned. Current students will have paper files while we convert. Brian will share the live link, which can be accessed from home.

Classes:

Jill's DSPS 32 for the 2nd 8 weeks has only 6 students. Please refer students. She anticipates some of her DSPS 34's will sign up.

Jill may be doing a linked DSPS 30 with English 68 in the Fall. She will likely defer the DSPS 32 from Fall to Spring. So her Fall schedule may be DSPS 30 and DSPS 34.

Carmen is interested in teaching a DSPS 12 in the Spring. Faculty were supportive of the idea.

Case Conference: Notes kept separately for confidentiality.

Rights and Responsibilities: Tim share a revised document that he and Christine had worked on. Language is simplified, concept of annual renewal of services is covered, and it is down to a single page. Provide feedback next week, and we hope to introduce it with the new academic year students.

Quick Steps Orientation PowerPoint: Eloise shared the modified PowerPoint for QuickSteps that was discussed in February (Eloise, Tim, Christine, and Julie). Julie will provide a current screenshot for one of the slides. Feedback by next week.

Behavior and Wellness Team Referral: This is available on the portal (Employee) or through <http://www.mtsac.edu/studentlife/referral>. Tim reviewed the form with us and provided some examples.

Minutes: Christine had sent out prior minutes by e-mail requesting feedback. There were no responses, so minutes will be posted to the S drive.

Orientation: Audrey is requesting each specialized area have their own full college orientation. Faculty discussed options. Based on previous decisions that we want our students integrated into the college experience by attending the college-wide enhanced orientation, we have modified Quick Steps, we are introducing DSPS 13 as an orientation to being a college student, and we have numerous new students to see individually. Different faculty had interests in these different areas. Some faculty will attend at least one general session to learn more about it, help, and see if it would work for us in the future. All adjuncts will be given the opportunity to attend/help in the sessions.

Adjuncts: Julie is reviewing current applicants for adjunct counselor positions. She'd like one counselor to participate with her and Grace for each interview. When she shares the dates, let her know if you're available.

Please e-mail committee report information.

We will pick up additional topics after Program Staff Meeting next week.