

**Mt. San Antonio College  
DSP&S Faculty Meeting  
April 6, 2015**

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

**Absent:**

**Agenda**

Minutes from February: Christine sent out March minutes on 3/22/15. Tim passed around a copy. Christine will upload them to the S drive if there are no corrections.

Completed items from 3/02/2015 Meeting: (Tim and others)

- **Update on Drop-ins:** Tim spoke with Cyndi regarding SARS notations and informing students about counselor preference (can be noted but not guaranteed). Cyndi will share this information with front counter staff. Tim entered drop-in times to faculty schedules for Spring 2015, trying to keep to the goals discussed in our March meeting.
- **Travel & Conference:** Grace has been reviewing conference and travel requests. Vicki reported from Academic Senate that there is still funding available for this year, and to plan for next year. This money is available to adjuncts as well as full time.
- **Counseling MOU:** Counseling Dept was informed at their March meeting that the DSPS faculty reviewed the Counseling MOU as presented at the February Counseling Dept meeting and that the vote from DSPS faculty was not to support the MOU as written.
- **Curriculum:** Tim reported that EDC approved the inactivation of DSPS 10. 4 year reviews of DSPS 12 (Barbara) and DSPS 34 (Jill) have been completed and Tim has forwarded them to Grace. Christine reported that DSPS 33 was just submitted; Tim has not received notification from WebCMS yet.
- **Fall 2015 classes:** Tim shared the second download for fall. Faculty are to review and notify Tim of any proposed changes.

**Administrative Update (Grace):**

- Mental health position (classified, housed in Health Services) has been shared for voluntary lateral transfers. This is also going through the classified union. This position reflects Grace's interest in us working more closely with Health Services. This person would handle "mostly" (75%) DSPS students. We hope that this position would be housed in the Student Success Building Health Services annex.

- Systems Analyst position (new job description which has not yet been approved by the union). We're sending it separately, hoping that the union will approve it soon.
- Grace shared information on Parachutes & Ladders. She has been asked to do a workshop on universal design and developmental ed, and will meet with the committee on Thursday. Vicki shared that there are also self-paced trainings in the Teaching and Learning certificates (for faculty); one has the topic of universal design.
- Facilities: Grace shared updates on the parking structure and other projects from the Facilities Advisory Council. She is also on the Space Planning Committee, and shared information on the small capital improvement projects.

#### **Case Conference:**

Grace and Tim each brought up a case for discussion.

#### **SARS Entries:**

Please notate the purpose/title and location (if appropriate) of Meetings (other than specified by code), Others, and Holds. Also, faculty are requested to keep SARS columns unlocked.

#### **Adjunct Office Space:**

SARS now has columns for Julie's and Don's offices' availability, and adjuncts schedules have been noted for them. These rooms are also being scheduled for other purposes, such as testing and clerical needs. This is temporary, since Julie and Don will move back when the DHH Center remodeling begins.

#### **SEC Letters:**

Brandi sent letters to those students whose SECs will expire in April or May. She asked that if we approve current semester accommodations requests for furniture or scribes, please give Brandi a copy of that request *as well as the student's schedule*. Tim shared the SEC letter, which we will discuss at a future time.

**Placement Test Accommodations Requests:** Tim noted that requests for accommodations for placement testing are now being placed in a bin below the mailboxes. These are time-sensitive, so watch for them, review them promptly, and give sign-off to Gabby.

#### **Timely Processing of Accommodations:**

Please keep on top of completing accommodations requests. Consider placing times on your schedule for accommodations, then release the time if we are caught up. Faculty agreed to have Tim do some schedule blocking for accommodations, and then monitor to release if appropriate.

#### **Adjunct Faculty Evaluations:**

Tim and Julie have been overseeing these. They are asking for others to help. Christine, Eloise and Vicki volunteered. Christine has been overseeing Heather and Jennifer in the High Tech Center. This is not a committee, but rather an allocation of work.

#### **Brain Based Intervention Follow-Up:**

Jill provided an update. She had watched the video referred by Loni Nguyen and then met with Loni to discuss. The brain-based intervention video presented some valid information on the integration of motor skills, with auditory and visual processing. There is an evaluation available, and Loni is doing some on April 22<sup>nd</sup> (Wed), 1:15 – 2:40 pm in 17-9. Jill has offered extra credit to students from her classes to attend. There are also intervention techniques available, and Jill noted there is support for these from research by Lindamood, etc, regarding motor skill impairments affecting dyslexia. Loni is interested in both assessment and interventions. Tim sent the link to the video information earlier. Contact Jill if you want the link again now. Jill will keep in touch with Loni about progress with this.

#### **Drop-Ins and Appointment Time Allocation:**

From previous meetings, we'd proposed 3 counselors, one morning and one afternoon per week. Some faculty felt we were now providing too much time without enough students. Christine noted that weeks 10 and 11 will be important for drop-ins because students will have had their most recent exams and may need support deciding whether to withdraw from classes. We may need to target certain times that we have more available time for drop-ins. In general times, faculty felt we can back off drop-ins to morning one week, and afternoon another week. For now, we will leave the drop-ins as are and keep monitoring. Faculty felt having 3 counselors is most effective. Take as long as you need, but alert the front counter that you may need more time with specific students. Because the SEC letters have gone out, we also have students needing SEC appointments or drop-ins. Some faculty felt that SECs more often need 45 minutes. Tim and Grace will communicate 45 minute SEC preference to Cyndi.

#### **Interns (per contract):**

Faculty discussed interest in Interns – both counseling and course-based. Christine and Jill are both open to having course interns. For counseling interns, faculty proposed a task force to plan how the LHE and process would proceed, especially since the early portions of these internships require careful planning. Discussed intern vs adjunct when considering a recent graduate. Also keep space in mind. Contact Tim to participate.

#### **Autism Support Pilot Progress:**

Chris reported that the group started meeting early in November and continued through Winter. Eloise noted that she has stepped down a bit due to family issues. Because of open-enrollment, we have quite a variety of levels. Currently there are six students, and the project can't manage more. This group is highly labor intensive. They received maximum support in high school, and then generally receive only accommodations in college. Chris described what is currently happening in the

meetings, and the issues that they are realizing need to be addressed (attendance, attention, auditory processing, etc) beyond social interaction skills. Attendance has been an issue, but it turns out that most have parents driving them to/from. Mentors have really helped. They are from the Honors Program and are doing 3 hours/week for free. The students need to be seen twice monthly, which is 12 sessions from someone's schedule. As a pilot, Chris and Eloise noted that they have learned a lot about how we are different from programs run in 4-year universities, and some ways that we need to have our project function differently.

### **Committee Reports:**

**Email your reports to faculty.**

- Putting on the Hits is April 24-25.
- Nominations for Faculty Association close tomorrow (April 7)
- Nominations for Academic Senate are due Thursday (April 9)
- Tim reported from Health and Safety that Don Beaton participated in a "Train the Trainers" POD workshop to identify college personnel in the safe evacuation of persons with mobility impairments using the recently purchased evacuation chairs. Campus continues to install new locks on classroom and office doors so that they can be quickly secured if needed.

### **Deferred:**

- Incoming Students & College Orientation: (Tim)
- 2015-16 Faculty Full Time Hiring Request (already carried over): Christine noted that she has verified that she will be retiring June 2017. Jill noted that she has intentions to retire around the same time. Faculty felt this topic should be a higher priority next meeting.
- Planning Course Offerings for 15-16: (Tim)

### **Future Meeting Radar:**

- May Faculty Meeting
  - **Initial 2015-16 calendars should be ready by the May Faculty Meeting**
  - Dept Chair nominations
  - Follow-up on task force to plan for DSPS counseling paid intern(s).
  - 2015-16 Faculty Full Time Hiring Request
  - Update on process for 100 unit and dismissal appeals processes
  - Follow-up on SEC letters
- 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.