

**Mt. San Antonio College
DSP&S Faculty Meeting
May 4, 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 April: Christine sent out minutes on 4/12/15. Faculty minutes will now be posted on the DSPS website. Tim shared a copy of the April minutes. There was one correction.

Completed items from prior meetings: (Tim and others)

- **Scheduling 45/60** Tim spoke with Cyndi regarding counselor preferences noted in our last meeting that appointments be scheduled for either 45 minutes or one hour. Half hour appointments may be utilized if only a half hour appointment time is available given the counselor's schedule in SARS.
- **Fall Printed Schedule** Tim informed Carole of a typographical error that was made on the 2nd download of fall 2015 classes for DSPS-30. Carole updated Banner.
- **Curriculum** Christine completed the 4-year review for DSPS-33. It has been forwarded to Grace.
- **Curriculum** Chris submitted LRND-1 via WebCMS but it did not show on Tim's account. **Tim will explore where it went**, perhaps it was forwarded to Non-Credit curriculum representative.

Administrative Update:

- **Staffing** – Applications for Mental Health Clinician position closed Friday, and it looks like there will be enough applicants for a good pool. Grace is working with HR on the "system analyst" position. It has been reclassified to request a BA or higher (is that higher than we need?). Grace is reviewing that condition. She is also drafting an Assistive Technology manager-level position to oversee the HTC. Discussed the responsibilities of that position and the funding for it.
- **Referrals to Health Services** –If it's a direct issue – (note: in crisis, contact Public Service) - we should assist student ourselves in contacting their therapist. Sending a student to Health Center is fine, but not for specific needs that should be referred to the student's own therapist. Faculty discussed situations where they felt that it was appropriate to have the student connect with Health Services. Discussed whether the Mental Health Clinician would be someone who could liaison these issues. **Suggested having Campus Safety, Director of Student Life, and Health Services meet with us (together) to discuss.**
- **Non-credit** Is our non-credit developing a program for Intellectual Disability (ID)? Grace was informed that our non-credit is developing an ID program similar to North Orange county.

Julie reported several months ago that non-credit committee members were discussing ID with 3 tracks: pre-academic, vocational, and something for more severe. Julie reported that towards the end of last Fall when they were wrapping up, there were suddenly some presentations during Julie's instruction time, so she wasn't sure if things changed. At that time the funding was unclear and they didn't have curriculum developed. Silva reported that Pasadena City College has some off-campus programs developing for this population.

- **Meeting Minutes** Because of accreditation, Instruction has directed departments to post meeting minutes to the individual department's web site. We will be posting Faculty Meeting Minutes and Advisory Committee Minutes.
- **Syllabi** These are to be collected by Division each semester. There is a Syllabi folder on the S drive, and Christine made sub-folders for different academic years. **Upload syllabi** from this semester and future semesters.
- **Accommodations** Version 12 is now on the S Drive. Please discontinue using version 11 and **use version 12.**

Department Chair Elections: Nominations were opened. Tim was nominated. There is still time for other nominations. **By May 15th, vote by giving Grace a note or e-mail.**

Case Conferences: Discussed 3 cases that have had Health and Wellness issues.

Calendar: **Email Tim your schedule draft for review.** Once approved, Carole will upload them to the S drive, and Cyndi will input them into SARS for Tim to review. Tweaks will happen after that.

SARS Entries and Drop-in: We're trying to schedule 3 counselors simultaneously for drop-ins. **Please alert Tim if you are making a change in your SARS schedule that will affect drop-ins.** Drop-in times may be cancelled if there is insufficient coverage, so advance notice is important.

Adjunct Faculty Evaluations: Jill and Christine are handling Jennifer and Heather's evaluation information and will forward to Tim, Carmen has gotten Student evaluations and had them given to Tim. **Eloise will assist with counseling.** Jill observed Silva's instruction and distributed Student Evaluations to those credit students. Christine did the same for Heather. **They will share with Tim.** **Barbara will assist with counseling evaluations next year.** We will get this scheduled earlier next year.

DSPS Students Referred to Behavior and Wellness: Because we have had several students referred to the Behavior and wellness team, faculty discussed whether to include a notation in those students' files (e.g. Behavior and Wellness Team referral was submitted – or received – on this student on this date). There don't need to be details. This would help inform us that issues not necessarily documented in the file could be occurring and that "administrative" monitoring may be in place for a students.

Incoming Student Appointments: Tim wanted to confirm what was discussed during Program Staff meeting regarding incoming students. Faculty want incoming students to have completed

their orientation prior to meeting with a counselor. Appointments can currently be offered to incoming Summer and Fall 2015 students meeting these requirements.

Internship in DSPS, Carry over item

Chris, Christine and Eloise are willing to participate in a task force to plan how we might arrange internships. Vicki possible. We will have recommendations at the first meeting of Fall 2015.

Dismissal and 100 units: Are we going to continue to review our own students' appeals? Should we have someone attend the Counseling Department' meetings to ensure we are in alignment with them? When students submit requests to Counseling, the form is usually referred to us anyway. It has been helpful to have multiple people discuss the cases, as there are many nuances. Also, there is a softer deadline, and an appeal to the appeal. We're trying to be pro-active so that we can arrange this into our schedules. We need to know the dates, then see who's here, and then who is willing to meet. We'd like to line up with Counseling's dates and to arrange a DSPS liaison. Whoever goes, please take notes to share with the rest of us.

Autism Support Pilot Project: Chris sees the project needing to continue, but it needs more staffing, especially a counselor. He described the issues of different types of ASD student: socially awkward type, inappropriate behavior type, disengaged type, and the autistic DDL student. With no disability-based limitation to community college admissions, all of these types are on campus; however some types are not a good fit for the program. There may be some possible involvement with programs such as Communication Disorders at CSU Fullerton and/or Special Ed at Cal Poly that should be further explored. It was suggested that we bring this topic to our Planning Meeting in June. Barbara will be routing information from Advance LA about this population. Vicki mentioned "Emerging Minds," a private institution in Burbank for autistic students which focuses on developing skills in animation, a common interest in this group.

2015-2016 Faculty Full Time Hiring Request: We will make this part of our planning meetings (May 22 and June 19). Chris Walker is planning on retiring Spring of 2016, Christine Spring 2017, and Jill somewhere in there also.

Brief Committee Reports:

Email your complete reports to faculty.

- Faculty Association: Barbara and Eloise reminded faculty of upcoming events.
- Academic Senate: Senator-at-Large elections. Please vote!
 - Committee openings – Vicki will share the information
 - Plenary: Counseling MQs for DSPS passed. LD Specialist position as proposed to Title 5 was approved. Vicki will put this information in our mailboxes.
- Planning Course Offerings for 15-16: (Tim)

Future Meeting Radar:

- June Faculty Meeting
 - Update outcomes on faculty goals from last year's Planning Meeting

- Finalize agenda (including time frames) for topics for this year's Planning Meeting
- Course offerings for Winter/Spring 2016. Planning future course offerings
- 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.