

**Mt. San Antonio College
DSP&S Faculty Meeting
December 7, 2015**

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

Absent:

Guest:

Agenda

Review/Approval of October and November Meeting Minutes (Christine):

Minutes for both months were approved with minor edits. They will be uploaded to the S drive and then uploaded to the web.

Content of Faculty Meeting Minutes (Christine)

- Christine asked if faculty wanted scanned information from committee reports uploaded to the S Drive as well as the minutes. Faculty decided to maintain report information themselves and not to S drive.
- There had been concerns about confidential information shared during Case Management and sometimes during Behavior & Wellness reporting. This information was removed from the approved minutes, and will be removed from prior minutes. Recording of information will be directly to the students' folders, which will be the responsibility of the faculty member bringing the student folder and raising the issue(s).
- Christine noted that each month there are tentative agenda topics that we don't get to, as well as future issues. She asked if faculty wanted them included in each meeting's final minutes. Tim reported that he keeps and updates the tentative agenda each month, so the information is retained elsewhere. These will be removed from final meeting minutes.

Follow-up/Completed items from prior meetings (Tim):

Adjunct Faculty Review: Tim and Julie completed Carmen's 2015 adjunct faculty review. Tim reviewed the evaluation with Carmen in person and forwarded documents to Grace. Tim informed all adjunct faculty members and the full time faculty members who will be assisting in the process of the evaluative activities that need to be completed during the academic year. Tim will follow-up as needed.

Pending/Ongoing items from prior meetings:

Clearing Drop-ins: Please remember to clear students from the drop in list when you bring the student back to your office. This helps in the monitoring of student wait times and lets front counter know which students are with which counselors. It is also important in determining when to cut-off and re-open drop in's depending on number

of student actually waiting. Students who are called twice and are not present can be removed from the drop in list. Please notate in the file that the student was not present when called for a drop in if you remove someone from the list.

Transfer survey for DSPS: Last report is the survey was with research department. Vicki and Barbara reported no current updates.

Inactivation of DSPS 20: Jill advanced DSPS 20 to Dept Chair stage. Tim will attach October dept. minutes and forward to Grace.

DSPS 12 Prescreening: Michelle Sampat provided feedback to Barbara regarding the prescreening of DSPS 12 and recommended changes. There were questions about advisory prerequisites and some minor edits. Barbara and Tim will follow-up.

Modification for DSPS 13 from Graded Course to P/NP: Eloise submitted request through WebCMS. Tim will follow-up with Dept Chair review.

DSPS 33: Christine submitted and forwarded to Dept Chair. Tim will review and discuss with Christine as needed. Appropriate minutes will be attached.

Scheduling Drop-ins: Tim plans to schedule drop-ins and designated accommodation times for Winter and Spring 2016. There were concerns that using Mondays and Thursdays put two times close together and two far apart. He will look at possibly Wednesday and Thursday. Also, Grace has concerns that we don't have afternoon drop-ins, but it is difficult to find afternoon times where 2 or 3 counselors can be scheduled together.

Faculty Mid-Year Planning: Tim will look for possible dates for faculty mid-year planning day. Department Mid-Year is on Monday, December 14; however, not all faculty can come. Faculty can attend the morning meeting, and then may work on projects in the afternoon. There was discussion about attendees and plans. See Tim if you want to work on a project that day. A meeting for planning by all faculty will need to be scheduled

Course Substitution AP Revision: Tim has been having more informal conversations with Art Nitta when math substitution issues have manifested. Christine is assisting as well in communicating with students regarding options. Official AP language changes have not been proposed but current practices are intended to be included in AP revision proposals. Christine & Tim met this morning to discuss a few cases, and will continue as others arise.

Flexible Attendance accommodation: Wording for this needs to be addressed during a special meeting or during the faculty mid-year planning meeting once scheduled.

Advisory Board: Tim, Manoj, and Brandi continue to meet regarding the Advisory Board. Most recent plan is to have the advisory board meeting on Friday, March 4, as January was difficult to schedule. Constituents invited to advisory board will also be invited to Planning for College if they wish to receive general DSPS information.

New Agenda

Overload / Banked Leave (Julie)

The request and approval process in DSPS for course instruction or counseling hours to count for banked leave or overload is unclear. Tim would like a consistent process for instruction assignment, and an application of it for overload/banked courses. Julie will send spreadsheet to Tim to use to map out classes taught per session, room assignment and whether load, overload or banked. Same issue can be used for when counseling overload times are wanted. We need to get clear on the deadlines. Julie and Tim will meet on Monday to clarify Spring.

Process for Certifying New LD Students (Barbara)

Barbara had questions regarding inconsistencies in file review, particularly when non-LD Specialists do intake paperwork. If there is history of special ed, some of the non-LD counselors Other with that note so the student can get processed. But then the file should be referred to an LD Specialist, which isn't always happening. Silva explained how Banner works, using "pending." Under Comments, write that file needs review by LD Specialist. Discussed use of pencil vs ink with dates. Faculty requested that if file is approved by non-LD specialist for History of Special Ed, etc, use pencil, write "pending" in Banner and ask Brandi to periodically run a report to see what students are still in pending.

Planning for College (Barbara)

Barbara reported that the process will have a new set up, with tables beginning at 5:30 pm. We'll have breakouts: A general Q&A, a Spanish Q&A, if they need help signing up, tour of HTC (not sure where?) February 9th, Tuesday, from 5:00 - 7:30. Julie will distribute the flyer at the High School Counselors meeting Friday.

Calendar Changes – Department Chair Tentative Approval (Tim)

Tim asked if the faculty would approve him having a discussion with Grace regarding having the DSPS department chair serving as a "designee" in tentatively approving faculty request for calendar changes during the course of the academic year. By having the calendar changes tentatively approved by the department chair the faculty member could receive more prompt feedback for purposes of SARS updating and personal planning. Issues of concern could be brought to Grace's attention as needed and Grace would still retain authority to not approve requests officially if she objected. Faculty approved having Tim taking this to Grace.

DSPS 13 Summer Offerings (Julie)

Julie asked about possible Offerings of DSPS 13 (compressed) in the Summer, in order to know what to tell the HS Counselors at the meeting soon. Eloise and Silva were interested in teaching this class in the Summer.

Steps for New DSPS Student Form Revision (Eloise)

Eloise, Tim, and Carole met and made proposed revisions to the Steps for a New Student document. The goal was to simplify language and to identify the need to first establish oneself as Mt. SAC college student and then as a student participating in the DSPS program. A statement was also made informing students that appointments prior to start of the new student's first registration period cannot be guaranteed. Eloise shared the new document. Faculty reviewed. Added the reading placement test to placement tests. There was some discussion about the order of DSPS steps, and whether students would have appropriate ed plans already from orientation. Also, the new application site is "http://www.openccapply.net" They will edit and bring back.

Case Conference

Case 1: Discussion. Eloise and Tim will follow-up on faculty suggestions.

Committee Reports (as needed):

Health & Safety (Tim): No recent meeting

Distance Learning (Jill): Process for getting certified to teach online is being updated due to getting a new Learning Management System, changes in the laws, etc. Should be rolling that out in Winter. Question of getting recertified each 5 years is being considered.

Faculty Association (Barbara/Vicki): Vicki sent out highlights and attachments. Still openings for Spring 2016 in Costa Mesa. Winter will include negotiations training. Putting On the Hits in March 4th and 5th. Letter received recently needs response only if you don't want designation of part of dues. Adjunct workshop about retirement from multiple campuses (March 16). Option B for calendar 2017-18 passed – two day Thanksgiving rather than week.

Academic Senate (Tim & Eloise): 3-5 new counselors may be hired. Perhaps about 40 new hires, not including retirements.

Educational Design (Tim): Updating the web site. Continuing to review courses.

Counseling Curriculum Committee (Vicki): No recent meeting.

DSPS PIE (Christine): Mid-year Planning Day, December 14, 2015. As noted earlier, faculty may opt to meet another day.

Insurance Committee (Barbara & Vicki): N/A

Behavior and Wellness (Tim): N/A

Curriculum/SLOs (Christine & Vicki): N/A

Student Equity (Barbara): Barbara reported on recent changes. Tim provided some background. He reports the Exec Board will see the proposal soon.

Professional Development Council (Vicki): They'll meet this week.

Conference and Workshop Reports (Open)

National Behavioral Intervention Teams Association Conference (NaBITA) (Tim)

Tim attended this conference and reported some information points from it.

- Pay attention to student issues early in their development
- Veterans – partnered with some campuses with “TeleHealth” stations. We might want to think about it.
- Discussion of violence on campus.

Other

Julie put in for an adjunct DHH counselor; it was approved for SSP funds. She'll begin with a mentoring program.

Announcements

Silva noted having observed Chris Walker and Heather in the Puzzle Project group and encouraged others to also observe.