

**Mt. San Antonio College
DSP&S Faculty Meeting
February 1, 2016**

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

Absent:

Guest:

Agenda

Review/Approval of January Meeting Minutes (Christine): Reviewed proposed edits from Vicki regarding opening search for adjunct counselor (edits approved) and regarding drop-ins (Vicki will forward that portion to be reviewed by faculty). Rest of the January minutes are approved

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

DSPS 12: This course is still in Stage 5 (curriculum office), and noted in red, as if needing edits. Barbara had submitted changes.

DSPS 13: Eloise forwarded DSPS 13 in WebCMS to proposed change from graded course to P/NP. It is at Stage 3 (division dean approval).

DSPS 20: The inactivation process is at Stage 3 (division dean approval).

Steps for a New Student: Carole, Tim, and Eloise made final edits to the handout "Steps for a New Student." Grace reviewed and approved. It is ready for distribution at Planning for College event February 9, 2016.

Pending/Ongoing items from prior meetings (Tim and others):

Adjunct Pool for Speech Pathologists for ABI Program: Christine submitted a request to open a hiring pool for Speech Pathologists. Grace and Tim will discuss at their Feb meeting.

DSPS 33: Submission of DSPS 33 for content review of advisory pre-requisite, approved in January meeting, is pending until January minutes are attached.

Transfer Survey for DSPS: Survey has been with Research since Barbara had asked for one more barrier to be included. Waiting for Research to respond to addition, and then they will send it out to DSPS students.

Flexible Attendance Accommodation: On hold because wording of the accommodation needs to be addressed.

New Agenda

Information from Grace (Tim):

- Meeting Attendance: Tim reported that Grace is willing to attend an upcoming faculty meeting if an in-person discussion about any matters would be helpful. **Plan to invite her at 4:30 on the March meeting.**

Information from Cyndi:

- SARS Coding: A SARS code for a Same Day Appointment has been placed in SARS. When front counter is notified of a cancellation before 9:30 am, the cancelled appointment time will be opened up for a same day appointment. If the cancelled appointment falls within a time other counselors are doing drop-ins, the counselor should assist there, because sometimes there are not enough slots available for waiting students. Appointments cancelled after 9:30 am will remain as Same Day Cancel and not offered to students by the front counter. This process can be reviewed over time. These Same Day Appointments won't be used for new students. Front counter does keep somewhat of a waiting list, and when they call students from that list, they don't leave a message. After the list is exhausted, the time can be opened to current requesting students.
- Spring Semester First Week: Drop-ins are currently scheduled for only the first 3 days of Spring semester. Cyndi wants to **start booking student appointments beginning on February 24th**. Faculty were accepting of this. Jill inquired about the proposed 45 minute session, which seem to happen inconsistently. Jill felt instructions for scheduling need to be consistent. Vicki felt the 45 minute slots were for SECs and not for a new student. Tim reported that most appointments will be either an hour or 45 minutes, depending upon what is available within the counselor's schedule. If there are successive 45 minute appointments, they will be followed paperwork time. No 30 minute sessions.

Information from Carole:

Course Request Form: Tim and Carole discussed revisions to the prior document for faculty to use when requesting to teach courses. Additional columns are being added. Carole is asking that courses for a semester or term be given to her all at once instead of being given to her on an individual request basis. Any requested additions to Summer 2016 are needed at this time. Current Summer requests are: Eloise – DSPS 13 (2 weeks) and Silva – DSPS 13 (6 weeks - Mondays).

Conference/Travel Requests: Remaining conference and travel requests for 2015-16 need to be submitted by March 18, 2016. If you are requesting to attend AHEAD (July - Indianapolis), please include a conference and travel request so that expenditures can be assessed in FY 15-16. See Carole's 1/26/16 email for more details. Keep in mind that AHEAD meets during our Fall registration week. Faculty can release the \$200 allotment if they feel they won't use it.

Wish List: Wish list requests are due by Friday, March 18, 2016. Carole included a template with her email. Julie will check on whether tissues can be ordered (DSPS labeled?). Julie has been told that every counselor in general counseling has a printer. DSPS counselors had concerns about leaving their offices unattended while walking out to printers, and felt that individual counseling offices should have printers. Faculty were in support of Tim taking this request to Grace.

Information from Brandi: Brandi had asked to be notified by registration if any DSPS professors teaching in Spring 2016 will need scribes. In discussion, there appeared to be some concerns regarding hiring a class scribe for a DSPS class if a DSPS student in the class already has a scribe. Can that individual do class notes? What about a DSPS class that has an instructional aide? Can that individual do class notes? Faculty expressed concerns that a Personal Attendant should not be asked, but there may be times when an individual scribe can do both, or that an instructional aide can, but not always. Brandi is also asking if any DSPS professors plan to have an instructional aide in the classroom for Spring 2016 classes. Jill and Christine reported that they use instruction aides, but these are lab assistants (also student workers), who can then also assist these students in the High Tech Center. Matt has been scheduling them. Tim will have Brandi contact Matt.

Advisory Board Meeting March 4, 2016: Discussed attendance at the Advisory Board meeting on Friday, March 4. There will be 2 sessions: 9:00 – 10:30 am will focus on high school constituents; and 11:00 – 12:30 pm will focus on university constituents, Department of Rehabilitation, faculty, Veterans Services, etc. Discussed how to best involve Mt SAC faculty and students, groups who may be better served in a different venue. Tim, Barbara, Eloise, and Christine plan to attend, maybe Julie, maybe Vicki. Tim asked if anyone was interested in being a session moderator. Julie may, if she attends. Email invitations are set to go out.

Planning for College Reserved Appointment Times: Discussed plans to reserve appointments for attendees at Planning for College to establish DSPS services. It had been proposed as a "perk" for those attending. Barbara and Vicki thought the plan for those sessions would be May and early June. How much time? How many students? We have many competing interests at that time, so we need to plan ahead. Plan to prioritize those attending Summer first, then set some guidelines for those attending in Fall. We'll hold on the idea until we have more specifics. Reviewed the Agenda for the evening.

DSPS 15: This course has not been offered for a few years. Do we anticipate ever offering it (if so it needs 4 year review), or should we inactivate it? The curriculum was shared for review. **We'll bring it back for discussion.**

DSPS 32: Jill and Silva met and are discussing offering DSPS 32 as a possible hybrid. In discussing the skill set to be developed, it was questioned whether to continue to limit the content to technology pertinent to students who have learning disabilities, or to broaden it to all disability categories. Most faculty felt that limiting the skill set to students who have learning disabilities was most appropriate. Students who have visual impairments often arrive already trained by outside sources, and have needs quite different from those with learning disabilities. **Jill and Silva will bring the proposed 4-year review back to the March meeting.**

Adjunct Faculty Participation in Planning Activities and Meetings: Tim asked for recommendations regarding requests for adjunct participation in planning events and meetings, in particular, which ongoing planning activities are considered beneficial and necessary for adjunct faculty members. Discussed involvements in Faculty Meetings, Planning Day(s) and ABI Program (Case Management meetings and pre-semester meetings). Counseling adjunct faculty have been covered for Faculty Meetings if they are scheduled to work that day. Planning Day(s) have typically not been paid for adjunct faculty, although they are welcome to attend. Christine and Jill provided rationale for meeting with ABI Program adjunct faculty both for case management and for pre-semester preparation meetings. Faculty supported the concept of ongoing funding for adjunct faculty as discussed for these meetings.

Mid-Year Planning Day-Faculty: -Tim placed HOLDS on faculty calendars for Monday, March 7, from 12:00 pm-3:00 pm for mid-year planning (PIE), which will be followed by our March Faculty Meeting. The first hour would provide time for lunch (individually or collectively), followed by meeting. Class conflicts were noted for full-time faculty Julie and Jill. As this appeared to allow the most faculty to attend, there was support for scheduling that day. Julie and Jill will attend before/after their classes or may be able to make arrangements.

Puzzle Project: Chris provided an update and some concerns about the project. It has been increased this semester to 15 students. But he noted that the time involvement is considerable and significant. Diana is helping as a mental health counselor, but **they need a commitment of one, specific, academic counselor to consistently see these students.** The need for consistency with this disability group is well-documented. The project plans to increase the number of mentors and further clarify the mentors' commitment/assignments. We also need discussion later in the semester as to how we are going to continue this project after Chris retires. Also noted: plan to flag files of these students stating that they are in the Puzzle Project and will put an alert in SARS. This project needs faculty support to continue.

Case Conference

2 cases were discussed.

Committee Reports (as needed):

Faculty Association (Barbara/Vicki): Voting will be at the beginning of March regarding resolution of concern regarding the campus police department, and for the 2015-16 budget FA. These were brought up at the end of the year. Putting on the Hits is scheduled for March 4 (7:30 pm) and March 5 (7:00 pm) – several DHH staff will be involved. See Carole if you want to attend as part of a group from DSPP.

Other

Jill shared flyers to promote enrollment in DSPP 30 for Spring 2016.

Christine asked for faculty volunteers to complete peer classroom observations of her DSPP 33 sections during Spring 2016.