

**Mt. San Antonio College
DSP&S Faculty Meeting
April 4, 2016**

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:

Agenda

Review/Approval of Previous Meeting Minutes (Christine): Christine sent out meeting minutes for both February and March yesterday. Review during this week and submit proposed edits. She'll forward them for posting to the web next week.

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

DSPS Curriculum: Grace and Tim have not met since our last faculty meeting. Tim will follow-up on course status with her. Currently, DSPS 13 and 33 revisions are at Stage 3, as is course inactivation of DSPS 20. DSPS 12 is in stage 5.

Accommodations: At this moment accommodations are up to date.

SARS: Faculty have been changing Prep (only for courses) and Notes to Paperwork.

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

Adjunct Pool for Speech Pathologists: Grace and Tim have not met this month. Christine urged that this be a priority for their discussion.

Transfer Survey: Barbara reported being contacted to clarify a message that would be included on the email sent to students, so it is likely to be sent to students soon. It will be sent to DSPS students who have attempted at least one college level English or math.

Flexible Attendance: Reviewed committee members. Because scheduling Christine and Jill is challenging, whoever is available when the other committee members are, will be on the committee.

Adjunct Participation in June and Mid-Year Planning: No update. Tim will discuss the faculty's recommendation with Grace at next meeting.

DHH Adjunct Counselor: Tim has asked for clarification about details related to Kimberly Han's assignment and supervision. Tim, Grace and Julie will discuss. Kimberly will be invited to attend monthly faculty meetings. Discussed whether current room could

accommodate interpreters. There will likely be two interpreters because of the duration of our meetings.

New Agenda

Information from Grace (Tim):

- SLO's – Grace is requesting information regarding SLO's. Christine reported having replied early last week. Regarding DSPS 25 and 26, first 3 columns are done and Julie is collecting data. Regarding DSPS 13, Vicki and Barbara have begun working on SLOs now that the course has been taught. Christine reported that according to a reply Grace had received and sent forward, SLOs will need to be developed even before courses are taught (even if just MOs), and we are fine with taking 2 years to collect data due to our small class sizes. We will discuss DSPS 13 SLO's later in the meeting.

Information from Cyndi:

- SARS – Cyndi is requesting calendars by June 13 at the latest for July and August entries. Julie sent out the Xcel calendar framework for 2016-17. Discussed due dates for calendars, and **it was proposed we bring them to the May meeting for a first review.** Print or email draft. Discussed HR due date, which is usually late in June.

Information from Carole:

- Adjunct Calendars: Carole is having Megan update the adjunct calendar for 16-17 so that it can adjust for credit, counselor/instructional specialist, and non-credit LHE. **Adjunct faculty are asked to wait – perhaps beyond our May meeting – to do their calendars.**
- Course management in Banner: Confirmed times for DSPS 13 in Summer 2016. Does Puzzle Project need an assigned room for summer? Not likely this year; but there was a discussion about need for a “bridge” to transition these students (and their parents) from the K-12 model to college model.
- Fall Course Offerings: Credit course proposed times/locations are in. Questions about non-credit schedules: Assistive Technology Center – same schedule and coverage as Spring. There were issues with Puzzle Project location. DHH will likely have moved into 20-9. With current load of 15 students (and thus 15 mentors, and 3 staff), the current seating in the 9E classrooms won't work. If Fridays aren't booked in 17-9 by Business Division, they could use that. They are also considering decreasing to 10 students, in which case the upstairs 9E classroom would work.
- Training on APEX(e-files): Brian wants 2 hour training blocks with multiple counselors, which isn't feasible with current schedules during the rest of Spring. Discussed using drop-in times in May, or using a Program Staff meeting time. **Tim will explore.**

DSPS 32 Modification: Tim and Jill reported reviewing the course with a few changes, including the title: “Technology for Students with Learning-Related Disabilities”. There had been some discussion in a previous faculty meeting about being taught by other disciplines, but that is tabled for now. They noted interest in developing a hybrid. There is more paperwork required for the course to be hybrid, and whoever teaches the course has some more paperwork and possibly training. **Course will be submitted by May 31, 2016.**

Course Prefix Change: Barbara raised a concern about our course prefix, indicating an interest in considering changing it soon rather than waiting for decisions on our department name. Her concern was that on transcripts to other colleges, and even for some employment, the DSPS prefix identifies the student as having a disability. Silva noted that even if the prefix is changed, the title of the class may still identify the student as disabled. Tim thought transcripts use a shortened title, which may eliminate the “for students with disabilities” that is on the end of most of our courses. **Tim will check on the titles used on transcripts, as well as any deadline for submitting course prefix changes. We’ll email discussion about possible prefix options.**

DSPS 15: Faculty discussed the history of, and options for this course because it has not been offered in several semesters. Decided to inactivate it. That will require a rationale. **Vicki, Tim, or Barbara will write rationale.**

SLO’s:

- DSPS 30 – Christine had shared SLO and corresponding rubric last meeting. Faculty approved the SLO. **Christine will enter it into the new TracDat.**
- DSPS 33 – Christine explained ideas for a new SLO, but had neglected to bring the details. **Will address in May.**
- DSPS 12 – Discussed and approved SLO. **Christine will enter it into the new TracDat.**
- DSPS 13 – Initial plans for 2 SLOs was introduced and faculty approved them. **Christine can enter this into TracDAT but will need the complete 3 columns information as soon as possible.**

Incoming Student Counseling Appointments: Tim attended a clerical meeting where it was proposed that there be SARS codes for specific semesters of incoming students (e.g. Inc-Sum, Inc-Fall), leaving more or fewer appointment slots available for these students depending on time of year. Discussed numerous concerns: How many slots? What is message if all those specific slots are filled but there are others open? Should we consider Sum/Fall since many students plan summer but take fall? We still want them all to do orientation prior to appointments. Or should the front counter structure it rather than using SARS codes? There was significant concern about more restrictions on schedules based on SARS codes that may prevent students from getting appointments. Julie is willing to map out what she’s seen for time frames when certain issues come up, such as new student, current student, drop-ins. Margaret and Diana have begun

contacting students whose files were brought over by High School Outreach (HSO), making sure the students schedule orientation, placement testing, and offering them time with our advisor. Vicki reported some concerns from High School Special Education faculty about HSO transporting confidential files. **Tim will discuss concepts with Grace.**

Accommodation Procedures and Rules Forms: Last month it had been proposed from clerical meeting that we consider having students sign procedure/rule forms in their initial appointment for the different accommodations that have them (e.g. scribes, furniture, testing, notetakers, audio-recording) rather than repeatedly with accommodation requests each semester. Revisited topic. Faculty were in support in concept. **We'll still need to work out details.**

Brain-Based Learning Update: Jill met with Loni Nguyen again, who worked with a group of students on the exercises that related to the assessments she did last year. One student completed the entire program and felt it really made a difference. However, they were looking for her grades to improve, and they did not. Loni is looking into bringing a speaker through POD.

Title 5 Guidelines and Counseling Services: **Vicki will email the information.**

Summer Acquired Brain Injury (ABI) Conference: We have been asked to host an ABI conference this summer by providing a facility to an outside group. **Jill and Christine will discuss at a future meeting.**

Puzzle Project – Current Status and Future Directions: Remove from agenda. **They will report at the end of the semester.**

Committee Reports (as needed):

Health & Safety (Tim): Discussed recent evacuation. Reportedly, a student was “stuck” in the radio area of Building 6. Jill asked about classrooms being called. She was working with a student in the classroom and neither had cell phones so they were not alerted.

Faculty Association (Vicki): Issues coming to vote tomorrow: 1) FA Mission statement, 2) FA meeting schedule, and 3) Using Interest-based bargaining for some issues (not all). Vicki shared the information by email last week, and passed around information at our meeting. **Let her know before 11:00 am tomorrow.** Elections – need Exec Board position nominations – **let Vicki know if you're interested.**

Academic Senate (Eloise): From 3/10 meeting, Foreign Language department is now World Languages. She shared information about column cross-over deadlines, and a resolution to opposed for-profit Honors programs.

Educational Design (Tim): Per Michelle Sampat (curriculum liaison), any changes in topics is considered a modification, requiring more detailed review. ENGL 68 may become non-degree applicable; this will go to Senate. Vicki asked about impact of this on need for 60 units. After discussion it seemed that it won't affect most majors except perhaps some AAs.

Distance Learning (Jill): Working on decision on course management system: renew Moodlerooms vs starting Canvas. Check out POD workshops, "tours", get an account and try it out. Need feedback before meeting later this month. Jill's opinion is that Canvas looks good. There has been other good feedback about Canvas. OEI is continuing to develop. Student Services area still needs work, and we need to decide about DSPS counseling issues.

DSPS PIE (Christine): Focus has been on Planning Day agenda and details. Newest PIE report version will be coming out, and PIE committee may begin completing areas of it electronically during meetings.

Counseling Curriculum Committee (Vicki): Mostly discussing SLOs. COUN 5 may be reviewed for General Ed.

Student Equity (Barbara): Barbara's term will expire at the end of this year. Research is working on a document for providing information about how activities funded by equity are going. Discussed organization of committee – currently requires DSPS and EOPS, which can be faculty or non-faculty, but selection affects balance of faculty on committee. Now there are other equity groups on campus (Veterans, etc) that may need representation, will it still remain DSPS and EOPS? Do we feel we should advocate for DSPS to remain represented? **Let her know your thoughts. We'll bring this back in May.**

Conference and Workshop Reports

- Scripps 11th Annual Brain Injury Conference (Jill and Christine): Discussed an interesting new focus on Resiliency and Post-Traumatic Growth, along with usual updates on concussion – especially with athletes – and treatment techniques. Jill discussed a workshop she attended that used music/rhythm in treating movement and gait issues.
- Adara Breakout (Julie): Discussed earlier at Program Staff meeting, Julie attended this conference along with 2 mental health clinicians from our campus. Alternate years focus on mental health issues. Julie also discussed an MOU going to the MtSAC Board in May, for a site that will do mental health counseling for 18 – 21 year old DHH students (in sign), and offers some courses without age limits.