

**Mt. San Antonio College
DSP&S Faculty Meeting
June 7, 2016**

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

Absent:

Agenda

Review/Approval of Previous Meeting Minutes (Christine): Christine sent out May meeting minutes on 5/17/16. Faculty approved the minutes. They will be placed on the S-drive and uploaded to the DSPS web page.

Follow-up/Completed Items from Prior Meetings (Tim):

DSPS Curriculum: DSPS 12, 13, 32, and 33 are in stage 5 (Curriculum Office). Inactivation of DSPS 20 and 15 are at stage 5 (Curriculum Office). Per Grace's request, Tim advised her of changes to curriculum prior to her review of courses.

Transfer Survey: Barbara shared the report from Research regarding our transfer survey. We will consider further reviewing it at Planning Day (June 13).

Snacks for Faculty Meetings: The majority of faculty agreed that we appreciate snacks at the faculty meeting. Rather than a specific rotation, those faculty who are interested will sign up for the year at Planning Day.

Adjunct Participation in June and Mid-Year Planning Day Activities: Grace approved pay for adjunct faculty to participate in these working meetings.

Pending and Ongoing Issues from Prior Meetings (Open):

Signing accommodation contracts: Discussed previous proposal to transition to having students sign individual contracts only once and then an "acknowledgement" form indicating that they received this information. With electronic files (APEX), the process will be different. Julie reported that the forms will be developed in APEX for student access, likely along with the accommodations. We could do something similar to the Rights & Responsibilities in APEX – a quick link that they click to see and agree to the procedures. Hold this topic until we know more about APEX.

Flexible Attendance: Language regarding disability-related attendance considerations is pending.

DSPS Course Prefix: Recommendations are still being proposed. Plan further discussion of this topic at Planning Day (June 13) or Flex Day afternoon (August).

Placement Test Accommodations: Recent requests have included comments related to the accommodations that students are asking to receive. No new action on this.

New Agenda

Information from Grace (Tim):

- Reminder that course measurable objectives and a link for SLO's are required on syllabi. The link for DSPS courses is:
http://www.mtsac.edu/dsps/formsdocs/DSPS_Course_Info_SLOs.pdf
- Reminder that course syllabi are to be uploaded to the S-Drive every term or semester.

Information from Cyndi (Tim):

- Reminder from Cyndi and Tim regarding drop-in times – please clear SARS for the students when you take them to your office. This facilitates determining how many students are waiting and how many slots are still available.
- Tim and Cyndi discussed trying to open up appointments for incoming fall students after the drop-ins at the start of the summer term. Faculty agreed. Next year we may want to set up a better schedule.
- 2016-17 Schedules: Tim has been forwarding faculty calendars to Grace, Carole and Cyndi after they have been reviewed and edited as needed. Cyndi will begin entering skeleton SARS grids for faculty. July and August will be given highest priority for input at this time. Check the S-Drive and make sure your current schedule is there and is accurate.

Information from Carole (Tim):

- Carole proposed dates for 2016-17 faculty meetings. Tim shared this information. Faculty were in agreement.

Winter 2017 and Spring 2017 Course Requests: Tim shared form to complete to request teaching assignments for winter and spring. Faculty input their current requests.

Finalize Location and Tim to Celebrate Chris' Retirement: Faculty decided to meet at Hamilton's 3pm on June 10, 2016, prior to graduation ceremony.

Nominations and Elections for DSPS Representation in Counsels/Committees:

- Counseling Curriculum Committee (Vicki): Vicki is willing to continue. Faculty agreed.
- Academic Senate (Eloise): Eloise was re-elected for a 2 year term.
- Faculty Association (Vicki): Julie was elected for a 1 year term.
- Student Equity (Barbara): The committee may be changing the designated DSPS position to a general appointment from an equity program. For DSPS faculty, this potential position remains open. It could also be filled from the classified staff to represent DSPS.

Puzzle Project (Tim): Meeting with involved faculty members is planned for June 8 to discuss the project and potential future direction. Tim requested input regarding any questions or concerns from other faculty. Barbara discussed concerns about when and how to properly integrate mentors into counseling appointments, as she has had varied experiences. Discussed how project is learning to target the appropriate students. Proposed new counselor will also be involved in this project.

Survey Regarding SEC revisions (Tim): Tim shared a survey from Brian Heflin regarding the Student Education Contract (SEC) conversion to Academic Adjustment Plan (AAP) in Title 5. This will impact our electronic files (APEX). Faculty completed their surveys during the meeting for Tim to give to Brian.

Dismissal Appeals for Fall 2016 (Julie): Dismissal appeals are due by Tuesday, July 5. Counselors working after July 5 need to arrange time to review them. **Responses from Counselors are due the following Monday (i.e. only 3 days to review).**

Proposal for Adjunct Hiring Pools – Additional Details Requested (Tim): Tim and Grace have discussed prior faculty requests to open hiring pools for adjunct faculty. They agreed that it would be good to have more formal “proposals” for adjunct new positions or for re-assignment of adjunct faculty to other projects. While a request form should be forthcoming, faculty are asked to email Tim specifics regarding requests for addition adjunct faculty. Such requests may include an explanation of the need, and specifics regarding the type of position (e.g. counselor, instructional specialist, speech pathologist), details regarding work days and hours, indication if the requested work days and hours would be accounted for by LHE or hourly assignment, and information regarding designated time for support functions (e.g. paperwork, etc).

SLO Updates (Christine):

- DSPS 12 – One new SLO had been proposed, and entered into Trac-Dat along with assessment methods
- DSPS 13 – Two initial SLOs had been proposed, and both entered into Trac-Dat along with assessment methods.
- DSPS 25 – Two initial SLOs are currently active in data collection.(1st year)
- DSPS 26 – One initial SLO is currently active in data collection (1st year)
- DSPS 30 – One new SLO is currently active in data collection (1st semester)
- DSPS 31 – One new SLO is currently active in data collection (2nd year)
- DSPS 33 – One new SLO is currently active in data collection (1st semester)

Flex Day Department Activities (Tim): Instruction Office is requiring all departments to provide details regarding how the 2 hours of departmental activities allocated on the Fall 2016 Flex Day will be allocated. **Tim requested ideas**, noting that he needs to provide this information to Instruction during the Summer session.

BOGG Changes and Appeal Process (Julie): Discussed incomplete information regarding changes in Board of Governors' Grant (BOGG) fee waiver. The BOGG may need appeal if student has had 2 successive major semesters of probation. Julie heard that Financial Aid might need a current Ed Plan with the appeal. Vicki recalled that disability-related appeals had specific guidelines, involving 6 categories with the last as a "general circumstances" type of response. **More information pending.**

Directive to Counselor Hiring Committee (Barbara & Tim): The college may have to have extra hiring done to meet the Faculty Obligation Number, and it has been proposed that if hiring committees at this time identify more than one highly qualified candidate, that a second may be considered for hiring. Did faculty want our Counselor Hiring Committee to consider this if they have more than one candidate moving to second interview? Faculty were in support.

Instructional Specialist/Speech Pathologist Duties (Jill and Christine): Jill and Christine shared a written proposal of job duties needed as Chris Walker retires. Specific needs and duties within Speech Services and Autism (Puzzle Project) were detailed. In addition, Christine proposed that this individual take on some of her own duties involved within the Acquired Brain Injury (ABI) program – which she listed. This was included so that when her planned retirement occurs next year, faculty can focus on the math support portion of her position rather than finding an ABI specialist who can also provide math support. Jill and Christine also identified potential courses this individual could teach, as well as future needs with the program for concussions in our campus athletes, veterans with brain injury/concussion and liaison with the Veterans Resource Center (VRC), and linguistic/cognitive development with our DHH students (with Julie Bradley).

Case Conferences (Tim, Chris, Silva):

Three cases were discussed.

Committee Reports (as needed):

Distance Learning (Jill): Canvas course management system is in the process of likely approval on campus.

Academic Senate (Eloise): During finals, there will be therapy dogs at the library. Ten + 1 awards, Pathways retreat Aug 22 and 23rd. Eloise will send notes.

Faculty Association (Vicki): Adjunct orientation will be the Thursday before Flex day. Adjunct faculty may be paid at non-teaching rate. Postponed Social Media AP to September. Administration evaluation pilot. Review bylaws, etc. Silva received the majority of votes for Representative At Large for adjuncts.