

Mt. San Antonio College
DSP&S Faculty Meeting
January 13, 2014

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

Absent: None

Agenda

Committee Reports (as needed):

Faculty Association (Barbara): Jeff Archibald is going to be VP of Academic Senate, and Emily Woolery will be replacing him as Director in FA. CCA Winter Conference is Feb 7-9 in Long Beach.

Behavioral Intervention Task Force (Tim): Committee has developed a website for electronic communication. <http://www.mtsac.edu/studentlife/referral>
Tim is doing a flex day presentation.

Health & Safety (Tim): Committee is meeting with vendors about evacuation chairs.

Today's Topics:

MIS - Discussed situation of more than one student who was out for a semester and yet there were entries in MIS as "contacts" during that semester. Tim reviewed several examples of concern and there was much discussion of how we note service contacts and how other service contacts might be getting made. Julie will take our concern to Grace, and we will follow-up on this discussion.

Summer 2014 - Need to turn in class requests for Summer 2014; LERND2 and LERND3, no LERND1, perhaps multiple (2-3) sections of DSPS 13 (Julie, Eloise, also Silva if there is a 3rd section). Instructors will meet to make consistent presentations. Tim noted a potential future interest in teaching this class.

14-15 Classes - Julie recommended we look at planning class schedules for entire year, since we plan our calendars for the entire year. Next meeting come ready with class schedule plan/ideas for the 2014-2015.

14-15 Calendars - Julie will be sending out calendar, but it still needs holidays clarified. She is looking at planning ahead for Quick Steps sessions.

Department Chair - Discussed issues happening with the department chair position. Some faculty are meeting February 3rd 1-3 to delineate issues and see if we can work out how issues can be handled.

Adjunct Counselors – Julie is interviewing possible adjuncts. Our space limits will determine the number hired and their schedules.

ESL Meeting - ESL issues with students with disabilities. They requested we meet with them during their faculty meeting (there are two) March 20 8:30 pm, and March 21 at 10:00 am - Julie will send e-mail.

Triage (Front Desk) – Faculty reviewed recent discussions about how to help the front desk direct students to the appropriate staff/appointment type. Jill presented an update of the chart created by Vicki that Cyndi had written on. Cyndi has not seen this newest version. Do we know what the students come asking for? Someone had mentioned having small slips at front desk for students to note what it is that they want the appointment or drop-in for. Discussed using “hold” for a few hours each week on our schedules for self-scheduling of follow-up or new student, but need to release these if not used, so front desk can schedule. Plan to incorporate Chris Walker into Instructional Specialist. Remove "New student" comment from Drop-in, and bold the Counselor New Students - establish services. Under LD Specialist: remove Review files and change to LD Consult. Jill will make the changes and forward it to Grace for review at next Program Staff Meeting. Discussed how training needs to both expand and in some cases reduce front desk guiding students.

Future Meeting Topics

MIS Service Contacts

Class Schedule Plans/Ideas for 2014-2015