

**Mt. San Antonio College  
DSP&S Faculty Meeting  
June 1, 2015**

**Present:** Grace Hanson, Vicki Greco, Tim Engle, Christine Tunstall, Jill Wilkerson, Barbara Quinn, Carmen Stephens, Heather Ponce, Silva Arzunyan and Julie Bradley

**Absent:** Christopher Walker, Eloise Reyes

**Agenda**

**Minutes from April:** Christine sent out minutes on 5/28/15. Submit corrections to her within one week. Please review closely! Approved Faculty Meeting Minutes will now be posted on the DSPS website.

**Completed items from prior meetings:** (Tim and others)

- 2015-16 Calendars: These have been forwarded to Cyndi for entry for all FT faculty. Cyndi has entered schedules into SARS for Summer 2015.
- 100-unit appeals: Tim and Eloise reviewed the one appeal that was received for Summer 2015.
- Adjunct Evaluations: Tim and Eloise reviewed Carmen's student evaluations. Christine and Jill handled Heather's credit (student and observation) and non-credit (student) evaluations, as were Silva's credit (student and observation) evaluations and Jennifer's non-credit (student and observation) evaluations and forwarded them to Tim. These are under review. Barbara will assist with the 2015-16 adjunct counseling evaluations, Christine/Jill will continue assisting with adjunct credit evaluations, and the plan is to begin them earlier next year.
- B&W File Notations: Tim has made brief notations identifying referral to the Behavior & Wellness Team in students' files.
- Posting Syllabi to S-Drive: A folder is now available on the S-Drive for faculty to place syllabi for 2015-16. Faculty were reminded that all 2014-15 syllabi should already be placed in the file for that academic year.
- Curriculum: Tim reported that LERND1 has been forwarded to the non-credit curriculum specialist and is in Stage 2 in WebCMS. Non-credit courses are not forwarded to Dept Chairs.

**Case Conferences:** Brief updates on recently discussed cases.

**July Faculty Meeting (Tim/Carole):** July 6<sup>th</sup> is currently being held for a faculty meeting. Discussed whether we will meet. Decided to keep it for now. We can make a more informed decision closer to the date.

**Winter and Spring 2016 Teaching Interest (Tim):** Some full-time faculty have submitted planned course schedules for the 2015-16 academic year. Full-time and adjunct faculty who have not submitted and are interested in teaching during Winter and/or Spring of 2016 are asked to discuss interests in specific courses and preferred days and times.

**2015-16 Calendars (Tim/Carole):** Carole made subfolders within the Faculty Calendars folder. She will upload calendars once they are approved by Grace. Adjuncts can make subfolders for their drafts. Tim will consult with Carole on how she wants to forward Calendars to Human Resources.

**2015-16 Adjunct Faculty Calendars (Tim):** Adjunct Counselors are asked to review calendar requests for Summer 2015, as well as the Summer SARS schedule for full-time counselors and consider trying to fill coverage gaps, as well as to consider office space availability in proposing their summer schedules so that SARS can be populated. Carole and Tim are working on a revision to the calendar spreadsheet for adjunct faculty that reflects the maximum allowable hours, considering the different LHE calculations for credit instruction, non-credit instruction and Counseling/Instructional Specialist hours.

**SARS Entries (Tim):** Cyndi entered what was provided so far for Summer 2015. She will begin soon on entering Fall 2015. Faculty were reminded to update SARS as needed, ensuring the accuracy of reason codes (OPEN, TESTING, OFFICE HOURS, etc), and to include notes when using MEETING, OTHER or HOLD.

**Scheduling Summer and Fall 2015 Appointments (Tim):** Discussed when to open calendars to appointment requests. Plan is for drop-ins for the first 3 days of Summer 2015. Appointments after that will be made available June 15 and include dates through August 14. Drop-ins are planned during the week before, and the first week of Fall 2015, and appointments after that will be made available on the Friday of that first week (August 28). Tim will share this information with Cyndi.

**Writing Center Survey (Jill):** Jill was contacted by the writing center about having a survey completed specifically by DSPS students. Instructional staff will attempt to share with their students in their class meetings this week. Also suggested: leave some on the DSPS Front Counter, provide them in counseling sessions, make them available in the High Tech Center and Study Area. Jill will ask the Front Counter to keep an envelope to collect them, and she will follow-up with David Charbenau about time frames.

**Accommodations in Tutoring Areas:** The LARC (Building 6) and the Writing Center allow time and a half options (not the MARC). Discussed use of the usual accommodations form for additional time, addressing it to the Writing Center, or Tutoring Center.

**Office Space Issues with DHH Center Remodel (Julie/Grace):** At this point, DHH will return to 9B in September. Planning of the space may be starting over. We will attempt to keep 20-9 as long as possible. DHH current offices should be considered available through Summer Intersession for adjunct counselors.

**Process for Uploading Faculty Minutes to our Web Page (Tim):** Once faculty have approved the minutes, Christine will upload them to the S drive. Matt will then upload them to the DSPS website.

**Dismissal and 100 units (Tim):** Counseling have dismissal appeals for Fall 2015 deadline on July 7 with notifications by the 13<sup>th</sup>. Tim blocked some schedules and hope to have them decided on the 9<sup>th</sup>. Deadline for 100 units is July 2 and notification by the 15<sup>th</sup> prior to registration for Fall 2015. We can use same deadlines and hope to have them decided also by the 9<sup>th</sup>. There will be a good faith effort to review those received after the deadlines.

**Planning Day Faculty Focus Group (Tim/Vicki):** Tim and Vicki proposed the following topics and times for the Faculty Focus Group for discussion:

- Autism Spectrum Project (30 minutes): We'd like some updates and be able to provide more support to Chris Walker on his work with them. Discussed use of DSPS 30 for his project. Grace also reported that Health Services is interested in doing a support group for this population.

- Student Equity (30 minutes): Barbara reported work has begun on designing a survey and wants more feedback and discuss how to distribute the survey. If Research puts out the survey, it will need to be approved by SS VP because of the variety of requests from Student Services, thus requiring prioritization. Other topic: Explore ways to work with transfer center and how we can facilitate/encourage students to use of the transfer center. Grace noted that the Galvan group website has several survey structures from which we may be able to consider aspects.
- Future Planning for Faculty (60 minutes): Plan discussion of how we want to handle our growth, instruction needs, and future retirements.

Faculty were in agreement with these topics and time frames. Vicki e-mailed the minutes from last year's Faculty Focus Group. Review them prior to Planning Day to help guide our current discussions.

**Planning for Future Classes (Tim)**: Began initial discussion, which may become part of the future planning part of our Faculty Focus Group. For 2015-16:

- Summer 2015: DSPS 13 (2 sections)
- Fall 2015: DSPS 12, DSPS 13, DSPS 25 (2 sections), DSPS 30 linked with English, DSPS 31. DSPS 33 (2 sections), and DSPS 34
- Winter 2016: DSPS 30 for DHH, maybe a DSPS 30 for Algebra preparation, maybe a DSPS 32 (who?)
- Spring 2016: DSPS 13 (who?), DSPS 26 (2 sections), DSPS 30 link?, DSPS 31, DSPS 32 (who?) DSPS 33 (2 sections), DSPS 34

#### **Committee/Conference Reports:**

- Faculty Association(Barbara): We need to appoint a representative for next year. If negotiations aren't completed by Summer, do we wait until Fall to continue the discussion? Email Eloise your input.
- Academic Senate (Vicki): Two resolutions were passed. 1) Support maintaining holds until student completes orientation (and if needed, assessment), and other activities required by SSSP. 2) Support for institutionalized funding for tutorial positions. Basic skills money has been used, but Senate supports that these be paid for by the institution.
  - Library will have extended hours before finals, including late in the evening and weekend.
  - Sun/Mon/Tues there will be therapy dogs presentation/available to meet
  - Senate Events planning is looking at other ideas for recognizing faculty. Current end of the year presentation meeting is not well attended.
  - Support of Undergraduate Research resolution. What does that mean in terms of faculty time and resources?
  - AP4100 – Senate feels it's not making sense and should be rewritten.
  - Committee openings
  - EMT 90 will not be offered during the coming academic year.
- Health & Safety (Tim): Another event occurred where the power went out and a student with a w/c was on an upper floor. Faculty tried other methods, but clearly training is needed for our new lift equipment.
- Distance Learning (Jill): Moodlerooms will have a major update in August. You can preview it at <http://www.mtsac.edu/DEV>. Rick Nguyen is the technologist regarding questions. Also there are some holes for online student services issues that may need to be addressed prior to accreditation. Counseling is an issue, particularly for real time (synchronous) counseling, which

presents all kinds of accessibility issues. Some kind of Skype / similar? The statewide group is also developing tools. Jill will keep us informed.

- LRP Conference (Tim): Federal level audits for K-12 is shifting from procedural reviews to an outcomes review. Also discussed changes in how law is being interpreted in K-12 (e.g. cleaning up after service animals).
- Street Leverage Conference (Julie): Focused on DHH (entire conference done in sign language). Don presented on this at Program Staff meeting. Lots of information about incidental learning that doesn't happen usually in the deaf community. Julie has applied some of the concepts in her DSPTS 25/26, and noted that this will definitely affect how she teaches in the future.

#### **Administrative Update (Grace):**

- Department Chair elections: Tim was elected for another year.
- Title 5 Changes: Board of Governors received a late amendment. Grace emailed it out to us.  
Email Grace any additional ideas or questions.

#### **Future Meeting Radar:**

- Report from Faculty Intern subcommittee (Christine, Chris, Eloise, and possibly Vicki): Overview of pertinent issues along with recommendations regarding whether to proceed with pursuing DSPTS faculty interns.
- 2015-16 Faculty Full Time Hiring Request
- Follow-up on SEC letters: need for update, language of letter, frequency and timing of letters, and instructions to student on type of appointment
- Course substitution: The AP on course substitution should be reviewed and discussed as questions exist related to whether current DSPTS assumptions and practices are aligned with the AP wording.
- Establish plan for 2015-16 full-time and adjunct evaluations.
- Aug/Sept – Decisions on Faculty Association rep and Academic Senate rep.