

**Mt. San Antonio College
DSP&S Faculty Meeting
April 7, 2014**

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

Absent:

Agenda

Approval of Previous Meeting Minutes

Minutes were approved. Christine will upload.

Calendars:

Individual calendars will be due at the next meeting (May 5, please bring printed copies), so we can review and clarify coverage, and then they are officially due on May 7th (printed and electronic) Julie and Jill will review them the next day, and must be approved by Grace by the end of the month. Please note on the calendar if the meeting is part of your basic assignment or supplemental.

Classes:

Jill will be doing a linked DSPS 30 with ENGL 68 in the Fall. She will also do a DSPS 34, but no DSPS 32. Silva may be interested in doing the DSPS 32. Four sections of DSPS 30 are planned.

Committees:

Tim has been nominated again to be on Exec Board. If he is re-elected, we will not have a Senate Rep for the department. Otherwise, he is interested in the Senate representative. Vicki will continue on Exec Board. Barbara is on Exec Board for FA. Vicki has been filling in as our representative for FA. Eloise is interested in this for next year. Faculty voted approval. Jill is willing to continue to be the DSPS representative on Distance Learning; faculty approved her. Barbara is currently our representative on Student Equity.

Department Chair:

Julie has been meeting with Eric K. on FA about additional re-assigned time, and they are exploring it. (All re-assigned time is being reviewed). There was some discussion of administrative time vs faculty time. The first year, Julie and Grace established a division of duties, and Julie reported that they haven't revisited it; however Grace has assumed some of the duties. There was further discussion of the duties and tasks. Are there "unspoken" requirements? Julie is willing to continue, but has two new classes. Discussed the hours, stipend, and specific stipulations. Is the stipend for time in addition to the release time? Julie was nominated.

Paperless Update:

Julie is working with Brian. He was going to come today, but Julie wanted to wait until she is more comfortable with it. She and Brian are meeting frequently. Julie will forward us the link. Please look over the format. "Create" means "save;" – Brian will change that. Julie will be trial-testing. We don't have a good system for scanning and reviewing documents. Most faculty refer frequently to verification report information. Apex is not set up for mass storage. There are a lot of different reports that can be pulled from this. Determine what you might want to know that reports could produce? Julie also asked for a longer hold time before the system automatically logs out. We will need ongoing IT support for this (Brian?) for both maintenance and further development. Counselor notes and data tracking have been merged.

Quick Steps:

Eight students showed up for the most recent Quick Steps. Counselors felt the students were generally well prepared. Eloise noted the PowerPoint needs to be darker. Only 2 had been through campus orientation and both had done it online (old program). In-person campus orientations don't begin until May. Students should be informed that they need to pay the \$3.00 one-day parking fee.

Only 2 more Quick Steps during this academic year. Discussed other dates. Can we do finals week – perhaps next year? Do we want to do any in July? Main concern was that students assume they will receive priority registration; we need to deal with that. Robert was scheduled for triage today, but was out. He is scheduled for the remaining two. We'll focus in 2014-15 on May, the finals week of spring and the beginning of July. Should we have them go directly to a classroom? We'd need to have SARS available there to schedule them with a counselor. Eloise will look at the schedule and propose some times so they can go into calendars as we plan them.

SARS:

Julie is working on "same day" in SARS. Also, we have no drop-ins in May or June. Front counter has been informed that new high school students should not be referred to drop-ins, and have been informed to not refer students to drop-in so generally. Julie is working with the front counter. High numbers of applications were received for the Student Services Specialist positions (MIS and Testing).

Grace declined the idea of "new student" appointment times. Her complaint was that there were numerous hold times with no explanations (meetings, other, and hold times should have explanations in the comments section). We may be able to revisit this later.

SSSP Update – Vicki and Eloise said the Counselors have completed their part, a report was sent out, and the process has gone to Audrey. Discussed issues with MAPP. Current year catalog is in; they are working with the upcoming catalog year, which we need with incoming students.

Flex Day:

We will do a Q&A submission. Christine will complete the form. Several faculty indicated that they would take part. Discussed issues with the autistic students. The groups Chris had been running have discontinued; the students show up when there is

food, but attendance is poor otherwise. This is consistent with programs at other campuses – most have food.

MIS:

Tim and Julie met with Grace regarding MIS tracking. There seemed to be two groups. One group made sense – they were here and their data made sense. The other group did not make sense. Grace will be more hands on about it. If we see anything else odd, let her know. With electronic files, as we mark the tracking, it will become the MIS data.

Disability Awareness Month:

DAM is back! Any workshops? Christine will do a Memory one. Jill will plan a Veterans one with an outside resource and student panel. We'll likely have an FAQ one. Planning a silent auction – more with donations than “yard sale.” Other depts. - Student Life will run a Pirate Contest. We'd like to do more classroom presentations (Silva, Barbara, and Eloise volunteered).

Adjunct Interviews:

Julie is looking over current applications. We need more – Christine is to work on a posting.

Evals:

Reminder that year-end evaluations need to be under way. Front counter has been putting counseling eval forms in Julie's box and she's farming them out to the counselors. Julie will meet with Silva about adjunct eval. Christine will be meeting with Heather.

Committees:

Faculty Association – Elections are starting; watch for information in your box. Faculty appreciation day is Friday, May 30th. Leadership Institute in June. Lance has been doing workshops on “Know Your Contract.” Vicki will e-mail information.

Veterans – The morning of the first day Mt SAC Relays, there will be a 5K sponsored by the Kinesiology Dept. If you sign up, you can designate that part of your fee goes to the Veterans Club. Let Jill know if you'd like to sponsor someone else to run.

MAP:

Eloise, Barbara, and Silva expressed interest in another workshop about MAP. Julie will check with Robert, and we'll pool our knowledge.