

**Mt. San Antonio College
DSP&S Faculty Meeting
May 5, 2014**

Present: Barbara Quinn, Julie Bradley, Vicki Greco, Eloise Reyes, Christine Tunstall and Jill Wilkerson

Absent: Tim Engle, Christopher Walker

Agenda

Approval of Previous Meeting Minutes

Faculty had no changes, so April 7, 2014 minutes will be uploaded to the S drive.

Today's Topics

Calendars:

Faculty reviewed calendars for consistency and coverage. Christine and Jill looked at lab coverage. Christine discussed possibility of teaching a Fall DSPS 30 during the latter 12 weeks of the semester, if we get an adjunct for lab so that Heather can teach DSPS 31. Counselors discussed their schedules, evening coverage, and any significant times off. Barbara and Vicki are both scheduled off during July's registration for Fall, and Tim will be at AHEAD. Julie and Eloise will be here; we may need to increase adjunct coverage during that time. Christine and Jill will both be here. In October, Christine and Julie will be going to CAPED.

Calendars are due to Julie by Wednesday, both in paper and electronically. The electronic will be put into the S drive. Submit changes to Julie, and place a copy in the S drive.

Quick steps in July? Julie will see if Carmen & Silva are available. DSPS 13 is planned, but isn't in the computer yet. Agreed to offer drop-ins for just the first two days of Summer Intersession this year.

3SP Update:

- 100 Unit limit - Julie received several petitions for the over-100 units. She reviewed them for which counselor had seen them, and referred. If the box on the petition is checked for DSPS, should we only review if Counseling denies it? Do they review it if it's checked for DSPS review? Should we have that line removed? Decided we will keep it while we decide on best process. We'll have another set of petitions coming soon for Fall registration. Should we work with Will and Julie in reviewing them? Julie will check with them when she returns these reviews. In the future, should we set up a time that several counselors meet to review rather than Julie identifying and distributing?
- Educational Plans - Many of our students don't have ed plans in MAP. Although the DSPS SEC should stand as it, will the computer catch that?
- Orientations - The new 4.5 hour orientation will establish a first semester ed plan, and is designed for new students. It just started this week. Up to 60 students can be in each session, and about 20 sessions are planned. A few of our counselors are participating in the process. The online version is not updated yet. Is it all new students, or the first

- time college students? Eloise noted that the packet includes only our DSPS 15, 16, and 30. Faculty suggested instead that it be 12, 31, 32, 33, and 34. **Eloise will follow-up.**
- SSA meetings in Counseling: Plan was completed in their meetings. Vicki reported on progress of the process in SPAS council.

Reason Codes (SARS)

Our service tracking sheets used to have numeric codes. We have a list of codes in SARS, we have our own MIS codes, and now there are 3SP codes. Soon (new fiscal year?) the college will be using SARS for some of the 3SP goals. **Julie will get us the lists.** When you finish with a student, make sure the codes in SARS (put in when the appointment was made) reflect what happened and add codes if needed. Hopefully once we are electronic, the data can be pulled from our files. In future meeting, we will try to review the list.

SLOs and Assessment

Christine reviewed our SLO schedule. According to her notes from a presentation by Jason, courses coming up for 4 year review next year will have a “qualitative review” of their SLOs this year. DSPS 12, 33 and 34 will be due for 4 year review next May (May 31, 2015), so SLOs should be finished and posted in Trac-Dat soon. **Get Summary of Results and Use of Results & Follow-up to Christine and she will input into Trac-Dat.**

The following year, DSPS 10 and 32 will be up for 4 year review, so by the end of next academic year, they will be eligible for a “qualitative review.” **We need to decide whether DSPS 10 is going to continue to be offered.** There are currently no plans to teach a section this coming year.

Discussed the use of SLOs as ongoing assessment. Vicki explained Irene’s (VP of Instruction) views and concerns about the campus SLO situation.

AB86 – Non-credit Funding

Julie is participating in an AB86 committee (or 2?) discussing non-credit instruction. There is funding available. Of the 5 categories, DSPS is category 3. Our ESL dept is writing a course for working with deaf students. Julie discussed her visit to Innovative Rehabilitative Services in La Puente (for developmental disabilities) which has culinary program, landscaping program, maintenance (cleaning), and a pay-by-piece workshop. There are already two courses there from Mt SAC - they involve activities for DDL. We're not involved in those classes.

Electronic Files

No presentation today because systems are down. Julie goes live next week. “Assigned Counselor” - As far as we know, there is no reason for this code anymore. Do we want it to be a "point" person - who the student sees the most? Can we determine who that is? There are possible benefits, but also complications. What about the student who "shops?" The student who mostly sees Robert? Can we refer to the person who did the most recent SEC? For now we'll leave it in.

Faculty Vision

Julie needs to prepare a report regarding our “Faculty Vision.” All plans and requests for funding/staff need to relate to our "vision." Don has done one for DHH, Matt completed one for the HTC and new center, Jill provided input for instruction and HTC. Vicki asked if we know what General Counseling's is, and felt we should keep it in mind. Discussed need for additional

counselors. Our student to counselor ratio is high for what we are expected to accomplish with them - if DHH is 200 of our 2200 students, then we have 4 counselors for the other 2000 students! Discussed certain rising populations (e.g. autism, psych) – do we have access to MIS data? Discussed LD testing - what's the future? Are there changes in Title 5 regarding how "history of special ed" is used? What about strategy support?

Department Chair

Reviewed nomination(s) for Dept Chair. Faculty elected for Julie Bradley.

Announcements

On behalf of Grace, Barbara asked if faculty had any recommended students (that are graduating/transferring) to be put forward for a video project that will be shown at Commencement and placed on the web.

Future Meeting Topics

Review Reason Codes list

Planning Day – Faculty topics

Decision on DSPS 10