

**Mt. San Antonio College
DSP&S Faculty Meeting
October 6, 2014**

Present: Grace Hanson, Barbara Quinn, Julie Bradley, Vicki Greco, Tim Engle, Christopher Walker, Heather Ponce, Eloise Reyes, Christine Tunstall and Jill Wilkerson

Absent:

Agenda

Curriculum Update - Tim will inactivate DSPS 10

Committee Reports:

Faculty Association (Eloise) - 1) Presented a proposed MOU on re-hire rights for adjunct faculty, reducing to 4 years to match the tenure process for full-time faculty. DSPS faculty approved unanimously. 2) Presented a proposed committee structure – DSPS Faculty approved unanimously. Bargaining training will be offered November 7th by HR. Discussion of 2016-17 calendar, which will be presented in next meeting. There will be a special election: Lance Heard is stepping down as President at the end of Fall. Eric K. will move up from current VP, and FA will elect new a VP.

Academic Senate (Vicki) - In recent public comments portion of Senate meeting, Barbara Gonzales reminded faculty to use proper etiquette with sign language interpreters. Beta Meyer reported on a bike locked on the ramp to her building, which created a barrier to a student coming to her class. She reported that Public Safety wouldn't cut the lock, so the issue was referred to DSPS. She was happy that we put a note on it warning that it would be removed in the future. The SSSP plan passed. Senate is forming a social media task force to follow up on a proposal from CB before he retired. As also reported by Jill, MtSAC is participating in a statewide online education pilot program. We're in a Tutorial component, and Senate is discussing this information. Jill reported that we are a "host" school as well as tutorial. This is just for CID. There are only a few courses from Mt SAC on the list and all are already offered completely online. Jamie Johnson from HTCTU is on the committee assuring accessibility. Jill will make copies of her information if anyone wants, as well as an article link from the Rostrum. Vicki shared a list of committee vacancies. Academic Senate is beginning the faculty ranking process.

Distance Learning (Jill) – DL Committee is conducting a gap analysis. There are some classes at Mt SAC that are entirely online. So someone up north could be taking one a Mt SAC class and need DSPS services. Are our forms all available online? Do we have the potential of doing online counseling? We need to be addressing these issues before the campus is reviewed, so that we have evidence that we are working on these issues.

Insurance committee (Barbara) - HMS will be doing the audit for eligible dependents. It is a random selection, so **watch for info from HMS to arrive.**

Health and Safety (Tim) - Expecting an update on the evacuation chair tomorrow. It has been approved by PAC.

Student Equity (Barbara)- The Equity Plan is in process.

Other Agenda

Winter Dept Chair No one has volunteered to fill in as Dept Chair while Julie is gone in Winter Intersession. **Eloise and Tim will be point persons for both the 100 unit clearance and Reinstatement appeals.** **Anything else will go to Grace .**

Disability Awareness Month - We have about 5 workshops scheduled: Memory, Q&A, Deaf Student in class, and 2 about signing. Student Life is having a Blood Drive and will incorporate the pirate theme. We have a **silent auction on October 29th; please bring stuff!** On the 30th we are teaming up with Student Life for their Halloween Event. Associated Students created a "Joe Mountie" pirate. Julie has Joe Mountie stickers and DAM stickers. Let her know if you want some.

CAPED - Grace, Julie, Christine, Silva, Gabby and Brandi are going. Christine will do 2 presentations. Grace will complete her term as President and then be "Past President" for two years. CAPED has incorporated membership into the conference fee, which has been popular, and they have expanded some of the benefits of the Institutional Membership.

Drop-Ins: We don't have any coming up. Counselors noted that appointments don't seem to be booked as far out as usual. **Eloise and Tim volunteered to check their schedules to include drop-in time,** and Julie noted that the two adjuncts can be scheduled as needed. Plan on two counselors at a time. Grace noted that SEC letters haven't gone out yet, but will soon, so we may need to look at availability. Vicki noted that while some SEC appointments go quickly, many need more time, like 45 minutes. Discussed how to explain appts vs drop-in for SECs to students.

DHH Center: A group of DHH students met with the College President to inquire about the timeline for the DHH center. He said "3 months." Not sure if that meant something would start in 3 months, or be done in 3 months.

Grants: A second grant for students on the spectrum has been made available. Deadline is October 17th. Discussed activity happening now, plans involved in the other grant, and how similar the two grants would be. Generally, it seemed that there isn't time right now for pursuing this grant unless it is very similar to what was already submitted. Discussed possible use of student equity money if needed, and we have our

own account in the Foundation. Christopher and Eloise are trying to move ahead with the project as planned. Arranging time to pursue the other grant will conflict with this. Grace will see how much of our involvement will be needed in preparing for this second grant.

Electronic Files:

Application in APEX What do we need to know? Ideas - What is your disability? What kind of assistance do you want/do you need? Medical condition/disability? Evacuation needs –discussed having that information go in ed limits and update within SEC so we review it each year. Veterans status? Foster youth? Dept of rehab? Need electronic signature - which they can't do until they can sign into their portal. Rights & Responsibilities? This will be a separate form. Grace will follow-up on whether our newer one page R&R form is available.

Future – Vicki asked what should we consider what to have in non-electronic form in case there is no power to access electronic files? Greatest concern was about evacuation needs. Could we have a report identifying students with needs for emergency evacuation? Could it be attached to the letter to the instructor – this seemed to be the best location for who would know the student and need to know their needs. Info needs to be current and emergency personnel need to know where to get it.

Availability of electronic file information to students: Electronic files - technically, student can have access to their entire file, so be sure your writing is objective. If there is material you don't want available, then keep it locked elsewhere (e.g. test scores).

Accommodations - Barbara commented on point made at the FAQ on flex day of online instructors' interest in having accommodations e-mailed to them. Discussed locking of forms and use of department printer for scanning and e-mail. Julie discussed the vision of accommodations being done within the electronic system.

Planning: Discussed having an additional day for planning/vision as faculty. We need to build vision, decide on course directions, need for faculty, etc. Half-day rather than full day would probably be more effective. Discussed using the Monday morning of Final exam week, perhaps in 20-9.