

**Mt. San Antonio College
DSP&S Faculty Meeting
November 4, 2013**

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

Absent: Eloise Reyes

Agenda

Curriculum Review: Discussed the revised course curriculum for LERND2 and LERND3, and made editorial changes. **Christine will enter the information into the WebCMS Continuing Education.**

New Counselor: In the rankings from Exec Board of Senate, our requested position made the general list, but not above the cut-off. Discussed rankings changes reported from Instruction.

Math Department: They are requesting another FAQ meeting. Looks like it will be December 6th after lunch. We'll set it up through POD so they can get credit. **Grace, Chris, Silva and Christine will go. Vicki will check her schedule.**

Calculator – Christine noted that several Math 50 professors are not honoring the calculator accommodation until decimals (the old policy). **She will be contacting the math department liaison and chairs** to ask them to remind the full and part-time professors of the math department's policy change. Also, she asked our staff to add a note to the accommodation, stating that the calculator accommodation is from the beginning of the semester.

SEC – Several faculty echoed the concerns Tim had raised last meeting questioning the legality of holding accommodations until the SEC is updated. Julie reported that 900 files were recently identified as expiring by December. These students will be (were?) e-mailed that they will lose priority registration if they don't get in to see a counselor. Faculty were quite concerned about the confusion this will cause because there are few appointments left and not all students' issues will be appropriate for drop-in. Discussed the audit process and whether there are technological ways to assist in auditing (SARS). Discussed doing the accommodation but sending a letter to the student that indicates services (which ones?) will be discontinued (including priority reg). Issue is in term records for MIS vs SEC dates.

Decided we need to review with Grace the specific issue of holding accommodations until SEC. Are we denying services and thus creating a legal risk for the college? **Julie will check SEC language in Title 5.**

Peer Review of Eloise – Julie sent out form to complete and established date for Eloise's committee to meet.

Drop-Ins Winter/Spring – Julie is making the calendar changes for drop-in appointments for during Winter/Spring. Discussed the list of which issues are appropriate for drop-in vs appointment. This is a reference point for the front desk. If the student shows up anyway for a drop-in, they need to be seen, but we may not be able to meet all their needs. Do what you can in 15 minutes. Discussed developing a student-friendly checklist for drop-ins (and maybe for what should be an appointment). Jill (and Christine) will work on this, and Vicki will provide previous info.

E-mail Committee Reports (as needed):

Vicki requested faculty respond regarding dental plan for her to vote.