

**Mt. San Antonio College
DSP&S Faculty Meeting
December 2, 2013**

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

Guest: Grace Hanson

Absent: Tim Engle, Eloise Reyes

Agenda

Approval of Previous Meeting Minutes

No one requested changes to last meeting's minutes, and the yellow highlighting of activities "to do" was positively received. **Christine will post these minutes to S Drive. Christine will update previous minutes that have not been posted, send them out in groups of two – four at a time.** Unless there are requested changes within the given timeframe (usually 1 week), the minutes will be posted to the S drive.

SEC Update: We are out of compliance whether we have out of date SECs (state req) or are not providing services (e.g. accommodations) (federal req). Explored ideas – shorter sessions, how to monitor if the students are still active, giving names of known d/c's to purge. If we monitor them for current SECs prior to each registration, there may be fewer that request accommodations without current SECs, which will help federal compliance. A letter recently went out to students whose SECs were considered out of date with warning that priority registration will be removed for Spring unless student has update. This has resulted in a flurry of calls and concerns with no appointments available.

Brainstorming of options for getting more SECs completed:

1. Pre-prep SECs (by Counselors) for front counter to obtain signature (100+ files each)
2. More counseling time
 - a. Suspend other services (e.g. LD, Instruction)
 - b. Hire adjuncts
 - c. Use clerical support for more things (e.g. accomm review)
3. Shorter appointments
4. More drop-in times
5. Advisor prep form for counselor review
6. Cancellation list – front counter has been doing some of this
7. Create "holds" to release at a later date.

Decisions – hold on LD consults; however, some have been already scheduled. Vicki is against having advisors doing review; Julie and Christine are in favor. Agreed to suspend as much as possible to make time for SEC appointments; Jill and Christine will suspend winter appointments to schedule SEC half hours instead; Grace is doing SEC drop-ins; Julie will look at new possible adjunct.

Electronic Files: Electronic files should have an abbreviated ed plan link that covers that requirement for SEC. Julie has spoken with Wanda in Counseling. We plan to have a similar process to theirs, and then include accommodations. Discussed apex vs “Map.” Apex will pull from Banner, but currently won’t push back into Banner. Jill, Chris, Heather, and Christine may need a sign-off to access all parts needed (MAP, etc). Initially, during pilot testing we should also print the documents for the paper file. Requesting Brian update us about the e-files in January meeting.

Adjunct Counseling: Julie has a lead on someone who is fairly new, but may be able to provide more sessions. Discussed need for locations where additional counselors can work.

Curriculum and SLOs: DSPTS 10, 12, 33 and 34 are due for 4 year review – by May if big changes, by October if no substantive changes. DSPTS 15 and 31 may also be due, Christine will check. We also need to complete the SLOs for those courses, as well get a schedule going for ongoing SLOs. We may need to end the SLO for DSPTS 12 early in order to be done before 4 year review. Christine proposed regular off-calendar meetings. Faculty suggested 4:00 – 5:00 pm on the 2nd Monday of the month. Julie will accept calendar changes as needed.