

Mt. San Antonio College
DSP&S Faculty QuickSteps Meeting
February 10, 2014

Present: Tim Engle, Julie Bradley, Eloise Reyes, Christine Tunstall

Agenda

PowerPoint – Discussed the PowerPoint, editing to remove most material that will be covered by college orientation sessions, and retaining and expanding the DSPS specific material. Also plan to include explanation of what the ensuing meeting with the counselor is to be about. Christine suggested providing printed copies of the PowerPoint or equivalent information in writing for students to assist their memory and to share with their parents. **Eloise will update the PowerPoint and share at the next faculty meeting.**

Session Schedule – Edits to the PowerPoint will hopefully reduce the QuickSteps Orientation session to an hour or less. Discussed having the Ragan Room (or possibly 20-9?) supervised by a DSPS staff member assisted by student workers. After the Orientation session, students who are not immediately meeting with a counselor will use this facility to log in to MyMtSAC, learn the registration process, learn to search for classes, etc. Some students will be referred to this room after their session with the counselor.

Discussed developing something similar to the Student Follow-up form to use when referring students back to the Ragan Room.