

Older Adult Program  
September 28, 2009 Meeting Minutes

ITEMS	DISCUSSION	ACTION/OUTCOME
Introductions	<ul style="list-style-type: none"> <li>• Program Supervisor introduced instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Program Supervisor made introductions</li> </ul>
Parking Permits	<ul style="list-style-type: none"> <li>• Faculty are to renew their faculty parking permits</li> </ul>	<ul style="list-style-type: none"> <li>• Annual faculty parking permits are available in the parking services office in building 40</li> </ul>
Attendance reporting	<ul style="list-style-type: none"> <li>• Attendance recording process</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance is to be recorded on a weekly basis</li> <li>• It is to be submitted by the following Monday @noon</li> <li>• If a student enrolls later on in the semester you must go back and enter in a zero for the class time missed</li> <li>• If there is a scheduled holiday during your class time or you miss class for any reason you are to enter in zeros for each student on the date there class was not in session</li> <li>• Refer to attachment for examples</li> </ul>
Semester dates	<ul style="list-style-type: none"> <li>• circulated</li> </ul>	<ul style="list-style-type: none"> <li>• See attachment for semester dates through the end of Spring 09</li> <li>• Registration dates are included</li> </ul>
Instructor Evaluations	<ul style="list-style-type: none"> <li>• On going</li> </ul>	<ul style="list-style-type: none"> <li>• Donna Burns Dean of Continuing Education is performing the instructor formal evaluations for the OAP</li> <li>• Mary Lange performing the student survey portion of the faculty evaluations for classes held in residential facilities</li> </ul>
Art Show	<ul style="list-style-type: none"> <li>• OAP Annual Art Show</li> </ul>	<ul style="list-style-type: none"> <li>• We are exploring the possibility of holding the OAP Art Show.</li> <li>• Heather Smith has agreed to volunteer to head up the show if we are able to hold it</li> </ul>
Older Adult Program Adopt a Moutnie	<ul style="list-style-type: none"> <li>• Students in the OAP Sponsor a student athlete for \$20.00</li> </ul>	<ul style="list-style-type: none"> <li>• This is our 7<sup>th</sup> year in sponsoring the student athletes on the softball team with the student athletes performing countless hours of community services to the OAP in return</li> <li>• Please encourage you classes to sponsor an athlete</li> <li>• See attachment for sponsorship</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Each faculty member has their private portal, Mt. SAC email and voicemail accounts</li> </ul>	<ul style="list-style-type: none"> <li>• You are responsible to check you email and voicemail accounts</li> <li>• If someone calls requesting your number or</li> </ul>

		wishes to leave a message they are transferred over to your voicemail box
Auditing classes	<ul style="list-style-type: none"> <li>Faculty members dropping in on colleague's classes</li> </ul>	<ul style="list-style-type: none"> <li>It is unacceptable and unprofessional to drop in on another faculty members class without prior approval from the instructor of record</li> </ul>
OAP WEB Page	<ul style="list-style-type: none"> <li>OAP WEB Page is under construction</li> </ul>	<ul style="list-style-type: none"> <li>WEB Page will provide important information to students, community and faculty</li> <li>An Older Adult Program email account has been established for community members to use as a point of contact it is: <a href="mailto:OAP@mtsac.edu">OAP@mtsac.edu</a></li> <li>Our WEB Site will contain a news letter written by Shelby White – if you would like to add anything to the news letter you may submit your ideas to Shelby at <a href="mailto:swhite@mtsac.edu">swhite@mtsac.edu</a></li> </ul>
Supplies	<ul style="list-style-type: none"> <li>Request for supplies</li> </ul>	<ul style="list-style-type: none"> <li>A request for supplies' list was circulated and faculty noted items that were necessary for class</li> </ul>
Off Campus Locations	<ul style="list-style-type: none"> <li>Faculty shared concerns of off campus sites</li> </ul>	<ul style="list-style-type: none"> <li>Faculty shared concerns of off campus locations regarding support for program and class room setup</li> </ul>
Awards/Certificates/Classes/Seminars	<ul style="list-style-type: none"> <li>Student and Faculty</li> </ul>	<ul style="list-style-type: none"> <li>If you or your students receive any accolades or participate in any professional development notify me so it may be submitted in our annual and monthly reports report</li> </ul>
Faculty Association	<ul style="list-style-type: none"> <li>Patricia Cridlaand shared information and conducted an election to the Representative Council</li> </ul>	<ul style="list-style-type: none"> <li>Robin Beizai was elected on behalf of the OAP as a Council Representative</li> <li>Patricia shared the Part-Time Faculty Open House is Tuesday, 10/27/09 11:30am- 5:00pm</li> </ul>
Communication Education Office Moved	<ul style="list-style-type: none"> <li>Building 4 Division Office moved to building 40</li> </ul>	<ul style="list-style-type: none"> <li>Our division Office is no longer in building 4 it has relocated to building 40. All paperwork , mail and etcetera is to be submitted. Building 4 is closed</li> </ul>

Thank you to all who attended this past meeting: Richard Baum, Robin Beizai, Linda Chang, Patricia Cridland, Alfred Dapello, JoAnn Edwards, Karena Friedman, Jesse James, Angie Matte, Michael Middleton, Heather Smith, Melody Tamburro, Jill Trimble, Margaret Velarde, Carl Walden.

- ✓ This example is incorrect and needs to add zeros to the positive attendance.
- ✓ The attendance field must have a numeric digit in order to tabulate the entire course.
- ✓ Should a student register later during the semester you must go back and enter in a zero for the previous weeks the student missed.

**Positive Attendance**

Course #	Attendance	Total Hours	Student Name/ID	Registration Status	Role
1		2.00	Adley, Mary A01855742	**Registered** Aug 12, 2009	N
2	2	2.00	Aldrich, Dorothy A01777486	**Registered** Aug 12, 2009	N
3		0.00	Bertoglio, B Allen A02170673	**Registered** Aug 12, 2009	N
4	2	2.00	Bontempo, Marinel A02344572	**Registered** Aug 12, 2009	N
5		0.00	Caro, Angel A02118627	**Registered** Aug 12, 2009	N

**Course Information**

Start/Stop: 24 AUG 2009 -- 13 DEC 2009

Days	Times	Bldg.	Room	Enrolled
TTTh	9:00am - 10:00am	RAN		31

You must enter zero in the blank fields if a student does not attend.

- ✓ This example is correct.
- ✓ Note a zero is entered in the field where the student did not attend class.

**Positive Attendance**

#	Weekly Hours	Total Hours	Student Name/ID	Registration Status	Role
1	8	8.00	Adley, Mary A01855742	**Registered** Aug 20, 2009	N
2	0	0.00	Au, Marlon A01657435	**Registered** Aug 20, 2009	N
3	0	0.00	Ayala, Victor A01457525	**Registered** Aug 19, 2009	N
4	0	0.00	Barter, Mary Kay A02615174	**Registered** Aug 19, 2009	N
5	4	4.00	Boyton, Emelina A02329762	**Registered** Aug 20, 2009	N

**Course Information**

Start/Stop: 24 AUG 2009 -- 13 DEC 2009

Days	Times	Bldg.	Room	Enrolled
MF	10:00am - noon	VILA		28

- ✓ Check your location.
  - ✓ Class time.
  - ✓ Enrollment.
  - ✓ Start & stop dates.
- Note: Start & stop dates are for the week of not the day of.

Start/Stop: 24 AUG 2009 -- 13 DEC 2009

Days	Times	Bldg.	Room	Enrolled
W	10:15am - 12:15pm	VILA		27
Th	12:30pm - 2:30pm	VILA		
W	1:30pm - 3:30pm	VILA		

Max hours: 6 for -- Week 1 -- 24/AUG/09 - 30/AUG/09

#	Weekly Hours	Total Hours	Student Name/ID	Registration Status	Rolled
1	<input type="text"/>	0.00	Abulon, Jane Mildred A02588591	**Registered** Aug 14, 2009	N
2	<input type="text"/>	0.00	Acosta, Petra A01632048	**Registered** Aug 27, 2009	N

Note: Start & stop dates are for the week of, not the day of.

Start/Stop: 14 SEP 2009 -- 16 NOV 2009

Days	Times	Bldg.	Room	Enrolled
M	6:00pm - 8:00pm	WALT		28

Max hours: 2 for -- Week 1 -- 14/SEP/09 - 20/SEP/09

#	Weekly Hours	Total Hours	Student Name/ID	Registration Status	Rolled
1	<input type="text"/>	0.00	Andrews, Juanita A01525722	**Registered** Aug 18, 2009	N
2	<input type="text"/>	0.00	Chen, Huei Chu A01694963	**Registered** Aug 18, 2009	N

Please ensure that all student entries have at least a 0 entered for their attendance hours