### Mental Health Technology Department Meeting Minutes

**November 25, 2014 @1200**

**Members Attending:**
- Andrew Sanchez
- Jill McGraw
- Nancy Meggelin
- Corie Hernandez
- Bruce Nixon (chair)
- Mary-Ellen Reyes
- Terry Rudd
- Cheryl Gilbert
- Margaret Farber (adjunct)

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<td>1. Notes from Division Meeting</td>
<td>• Our program is one of three that have been selected to participate in the piloting of the Launchboard Program. This should help us with program QA and for PIE.</td>
<td>• Bruce to receive training with Barbara McNeice-Stallard on Dec 4.</td>
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| 2. Scheduling Issues | • Winter 2015 expectations:  
  - Ment 70: 2 sections. One each to be taught by Corie Hernandez and Nancy Meggelin.  
  - Ment 70L: 4 sections. One each to be taught by Corie Hernandez, Cheryl Gilbert, Angelique Felten, and Catherine Dorgan.  
  - Ment 40: 1 section. Tentatively to be taught by Margaret Farber.  
  - Ment 58D: 2 sections. One to be split between Andrew Sanchez (nursing) and Cheryl Gilbert (pharmacology), and one to be split between Mary Ellen Reyes (nursing) and Bruce Nixon (pharmacology).  
  - Ment 58L: 4 sections. One each to be taught by Mary Ellen Reyes, Andrew Sanchez, Elizabeth Smith, and an as yet to be determined adjunct.  
  - Spring 2015 expectations:  
    - Ment 40: 1 section to be taught by an as yet to be determined instructor.  
    - Ment 56: 2 sections. One to be split between Mary Ellen Reyes (nursing) and Cheryl Gilbert (pharmacology), and another to be split between Jill McGraw (nursing) and Cheryl Gilbert (pharmacology).  
    - Ment 56L: 4 sections. One each to be taught by Mary Ellen Reyes, Jill McGraw, Elizabeth Smith, and Amy Tull.  
    - Ment 72: 2 sections. One each to be taught by Corie Hernandez and Bruce Nixon.  
    - Ment 72L: 4 sections. One each to be taught by Corie Hernandez and Cheryl Gilbert. One section each to be split between Catherine Dorgan and Albert Badre, and another to be split by as yet determined staff.  
    - Ment 73T: 1 section to be split between Andrew Sanchez and Bruce Nixon.  
    - Ment 73L: 3 sections. One taught by Terry Rudd. One each to be split between Andrew Sanchez and an as yet determined adjunct, and another between Angelique Felten and another as yet to be determined adjunct. | • Continue to monitor student progress in courses in order to plan early for any potential changes. |
| 3. Enrollment Issues | • Ment 40: 29 enrolled. No change compared to last month. No data on number of students passing (does not impact scheduling decisions).  
  • Ment 56: 45 students enrolled, 36 passing. No change since last month.  
  • Ment 56L: 47* students enrolled. No change since last month. *(Last month's minutes reflected a number of 37. This was an error.) | • Monitor and make adjustments to Winter and Spring schedules as needed. |
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| 4. New Faculty position requests | • Ment 72: 31 enrolled, 25 passing. No change over last month.  
• Ment 72L: 31 enrolled. All are currently passing. No change over last month.  
• Ment 73T: 42 enrolled, 25 passing. +1 over last month.  
• Ment 73L: 38 enrolled. All are currently passing. The attrition rate which impacted Ment 58D in Summer, and Ment 72 in fall is going to impact Ment 73T/L in Spring 2015 (see above).  
• Ment 82: 9 students enrolled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | • Evaluation responsibility:  
- Terry - Sandy Garcia, Kara Cayem, and Angelique Felten  
- Jill & Mary-Ellen – Amy Tull & Elizabeth  
- Corie – Albert Badre  
- Corie – Catherine Dorgan  
- Nancy – Margaret Farber  
- Bruce to notified Albert and Angelique of status change.                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5. Adjunct evaluations    | • New cycle for adjunct evaluations.  
• Albert Badre & Angelique Felten have re-hire rights. Their evaluation process is slightly different from that of the other adjuncts.  
• Best to try to complete all adjunct evaluations during fall in case instructor is not teaching during spring.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | • Bruce to process applications as quickly as possible once received.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6. Adjunct Faculty Interest and Hiring Progress | • Bruce has actively been recruiting instructors for Ment 56L and Ment 58L. Andrew has recruited for Ment 56L, Ment 58L and Ment 73L. There are 5 RNs that have expressed interest so far. Two are actively completing the GCC CEU course for teaching adult learners. One has previously taught in our program, and would like to be reapproved. One PT is currently completing the GCC CEU course for teaching adult learners. It is anticipated that we could have 4 additional instructors (3 RNs and 1 PT) approved as early as winter. | • Bruce to process applications as quickly as possible once received.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7. Clinical Site Info     | • Corie piloted the CVUSD clinical. It went extremely well. Worked out livescanning system for future clinicals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | • Due to student work load in Ment 58L, the Spring Ment 72L students will livescan the first week of the semester, henceforth, incoming students will be livescanned during Ment 70L.                                                                                                                                                                                                                                                                                                                                                     |
| 8. Curriculum/Course Review | • Ment 56L, Ment 58L, and Ment 70 need to be reviewed before spring.  
• Parity – amount of work outside of class also considered. All semesters should apply.  
• Flex day departmental activity to look at ways to promote student success and minimize the potential for program attrition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | • Bruce has given Ment 56L to Jill for review, Ment 58L to Mary Ellen for review, and Ment 70 to Corie to review.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9. SLOs                   | • SLOs information – state no longer relevant and replace SLOs with current ones. New SLOs will be part of the curriculum presented to EDC when courses are reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | • Bruce will put SLOs into trac-dat by the end of the semester.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10. PIE                   | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11. Perkins (including CAPTE and HOSA) | • Bruce received an email requesting a breakdown of how remaining Perkins funds will be spent. At this point all remaining funds can be dedicated to HOSA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12. Advisory Meeting     | • Date January 27, 2015 from 3-5PM. Colleen will send out the save the date letter. Founder’s Hall already reserved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | • Colleen Rose and Bruce to continue to coordinate.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13. BVNPT                | • BVNPT making unannounced site visits to programs. Thank you to all staff that read the reports of other programs’ violations to assure that our program is in compliance with all regulations.  
• Each semester to incorporate program advisement for students below 75%                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | • Corie has worked with Mary Ellen, Jill, and Cheryl to develop a program advisement packet that will be utilizable by all semesters.                                                                                                                                                                                                                                                                                                                                                                                       |
<p>| 14. High School Outreach | • Bruce to participate in High School Principal’s meeting on Friday November 21.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15. Completion Ceremony  | • Sophia B. Clark confirmed for Winter. Ceremony will be held Friday December 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |</p>
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<td><strong>16. Webpage</strong></td>
<td>• Rachael Brown has stated that she will be free to work on the department web page during winter. &lt;br&gt;• Bruce asked faculty to “Google” our program and to attempt to view our web page from the perspective of a student to see how easy it is to navigate and to gather pertinent information.</td>
<td>• Bruce to set up a date and time for the initial contact with Rachael.</td>
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<td><strong>17. Academic Senate</strong></td>
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<td><strong>18. PT, HOSA, and MHA clubs</strong></td>
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<td><strong>19. Other</strong></td>
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<td><strong>20. Adjourned</strong></td>
<td><strong>Adjourned</strong></td>
<td><strong>Respectfully submitted, Bruce Nixon</strong></td>
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**Future Meeting Dates**  
Fall dates: **December meeting will be virtual**