

**Mt. San Antonio College  
DSP&S Faculty Meeting  
January 12, 2015**

**Present:** Tim Engle, Julie Bradley, Grace Hanson, Barbara Quinn, Vicki Greco, Eloise Reyes, Christopher Walker, Jill Wilkerson, Heather Ponce, and Silva Arzunyan

**Absent:** Christine Tunstall

**Agenda**

**DSPS-10 Inactivation** (Tim for Christine)

Per prior discussions it was decided that DSPS 10 should be inactivated. A rationale for inactivation needs to be agreed upon and entered into WebCMS.

Faculty discussed the rationale for inactivation.

1. Course is not currently being offered.
2. When offered in past, it was difficult at times to correctly target students who would benefit from the entire range of course content as some students benefitted more from college success content while other students benefitted from college orientation content.
3. Students needing college success content will be encouraged to take COUN-2. Students needing college orientation and DSPS specific content will be encouraged to take the recently created DSPS-13.

Faculty agreed upon rationale for inactivation. **Tim will request inactivation via Web-CMS.**

**Four-Year Reviews** (Tim for Christine)

Non-credit DSPS LERN D-1 (Clinical Speech Services), and credit DSPS-12 (Career Exploration and Planning for Students with Disabilities), DSPS-34 (Writing Strategies for Students with Disabilities), and DSPS-33 (Strategies with Success in Math for Students with Disabilities) will be due for four-year review by May 31, 2015. Prior to our meeting, Christine and Tim met to discuss actionable issues associated with these 4 year reviews.

**Identified faculty will "take the lead" with respect to providing the Course Outline of Record for review at the Feb. 2015 faculty meeting. Proposed faculty include Chris (LERN D-1), Barbara (DSPS-12), Jill (DSPS-34), Christine (DSPS-33). All agreed, and Vicki was also added to be involved in the review of DSPS 12.**

**Fall Class Schedules / 2015-2016 Calendars (Julie)**

Fall classes are due to Carole in early March so **they should be decided by the February meeting.** Also, the 15-16 Calendars aren't due until May but are available on the S drive for faculty to start planning.

**Service Animal Administrative Procedure** (AP-3440) (Grace)

Grace reported that the Administrative Procedure on Service Animals is ready to be presented to the Board of Trustees. This full AP was provided to faculty via email from Grace on 1/8/15 and is available on the S drive in the Administration Procedure folder. Question was brought up regarding veterans with dogs that provide personal space (a job) and reduction of anxiety (therapy). **Making a note on the accommodation form seems appropriate if the student requests. Encourage student to let the professor know before the class begins. Please make a note on the verification sheet so others are aware of the animal.**

### **Drop-In Appointments Counselor Preference (Tim)**

The issue of counselor of preference for drop-in appts became a problem earlier this week during drop in meetings. Current practice is that students are given the option to see a specific counselor for a drop in if they are willing to wait. On some days no significant issues arise. On other days, significant issues arise associated with excessively long student wait times, unequal distribution of drop-in's among counselors, and confusion regarding who should be seen next.

Faculty discussed the following proposed modifications:

1. Have front counter inform students that a counselor preference will be noted but not guaranteed. An appointment can be offered to any student insistent on seeing a specific counselor.
2. In SARS, have front counter indicate counselor preference in the comments area instead of assigning a specific counselor in SARS for a student. Front counter should also write the counselor preference on the back of data tracking attached to file (e.g. Prefers xxxx).
3. If two students are already waiting to see a specific counselor, any other students preferring to see that counselor should be seen by the next available counselor.
4. Allow the requested counselor to "over-ride" the preference so that the student is seen by the next available counselor by crossing out the preference on data tracking and writing "next". Likewise, allow the counselor to "accept" the request and notate on the back of the data tracking that they will agree to see the student and that student will be seen by the requested counselor.

Exception: Julie's students

These modifications will be written and forwarded to Grace for approval prior to implementing changes at front counter.

### **Update on dismissal and 100 unit appeal status and decisions (Eloise)**

Eloise and Tim have been reviewing petition requests received by DSPS regarding dismissal and 100 unit appeals. 13 appeals were submitted, 6 were approved, 5 were denied, and 2 were not needed. Julie cleared some students who had applied for Winter but did not need to appeal until after Fall grades were posted.

### **"Brain Based" Assessment and Intervention (Tim)**

Loni Nguyen (Biology) called Tim and said she came across an assessment and intervention protocol while searching for "brain based" learning strategies. She is considering providing such assessment and intervention to some of her students who she perceives as struggling in her classes to evaluate whether such assessment and intervention leads to improved performance in her class. She also commented that Beta Meyer is interested in this program as well. Loni suggested that DSPS may be interested in this assessment and intervention program. Tim shared the information with DSPS faculty and the link from Loni.

TED talk <https://www.youtube.com/watch?v=3Xgzhlm4i3g>

### **Unused Professional Development Funds Per Faculty Contract - \$200 (Tim)**

It appears that the \$200 designated to faculty per the contract can be re-assigned to other faculty members if the funds will be unused. Do our faculty who may not use their \$200 want

to “share”? Faculty agreed to set March meeting as target date by which faculty will decide if they plan to use the money or release the money so that others may request to use it and make plans.

### **Committee Reports**

Health and Safety Committee Update (Tim) January meeting has been cancelled. Safety evacuation chairs have been installed in multi-story buildings. A location for a portable wheelchair lift capable of moving wheelchairs that are heavy or that contain essential equipment (e.g. oxygen) is pending as the lift is large and will need to be transported to a given location. Training for faculty and staff is needed and will likely be coordinated with the vendor.

### **Facilities (Grace)**

Grace reported that the parking structure has been opposed by “50 residents” north of the campus, so a “plan b” has been developed to put the structure in Parking Lot F (motorcycle training area) with a cost of \$11,000,000 for this redesign. Related to facilities, Grace may go to Chicago in June (furniture/fixtures conventions). She also reported that the Food Services building is on track.

### **Case Conference 1** (Tim)

Confidential discussion of 2 cases.

### **Announcements**

Julie resigned as department chair for Spring 2015