

2014 HSR SPRING FACULTY MEETING

February 18, 2014

Meeting called by: Lesley M. Johnson, Omideh Sloan

AGENDA

Introductions

- Faculty and tutor assignments

John Capraro	M/W	English	114	Ashley Lopez-Weissbuch
Cindy Agobian	T/Th			
Douglas Hardman	M/W	Math	35-2	Eric Torres
Jason Kreuger	T/Th			
Jeremy Ketterling	M/W	Social Science/ Electives	35-1	Carly Betkey
Crystal Valdez	T/Th			
Marlise Martinez	T/W	Science	32-4 Lab	Chesca Barrios Kelvin Liu
Chesca Barrios				
Deanna Bowman	Lab			
Sue Daugherty	M/W	Art	38A-1	
Alicia Story	T/Th			

- Counselors

Shara Lyons	English
Jamie Kyne	Social Science/Electives
Paulo Duran	Science/Math

- Managers/Supervisors

Lesley Johnson	Evening Administrator	M/W
Omi Sloan	Assistant Director	T/Th
Diana Dzib	High School Supervisor	
Madelyn Arballo	Director	

- IT Support

Raymond Luu	rluu@mtsac.edu	x4248
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- SLO Support

Mary Ann Angel	mgomezangel@mtsac.edu	x5143
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SLOs- Mary Ann Angel

- 12-13 process and follow up
- 13-14 SLOs

Outcomes

- 2012-13 Completion rates
- Summer 2013 Completion
- Completion goal for 2014

Calendar

- Mt. SAC Academic calendar
- HSR calendar – progress report dates, grading, important dates, etc

Faculty evaluations

- Letter regarding evaluation process
- Student evaluation procedures

Semester checkout

- Review of form
 - Last Day of class - May 22
 - Checkout must be completed by May 28
 - Entering grades in Banner - starting May 19

Discipline

- Process for dealing with disciplinary issues
 - Sending students home
- Cheating/Plagiarism
- Reporting Procedures

Academic integrity

- Mandatory tutoring for overall test grades lower than 70%
- Tutor log & basic skills project
- Check the referral!
- Retaking exams

Grading Assignments

- Class assignments – myportal.mtsac.edu
- Verify by Week 2

Miscellaneous

- Absences
- Timesheet
- Parking permits
- New/returning faculty – key requests
- Printing
- Requesting supplies
- Dates for summer session HSR (6/9-7/17)
- Curriculum review/faculty input