CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:38PM.

Members Present: Sandra Berryhill, Liz Brindise, Christina Brophy, Sue Campos, Kathi Deresinski, Marianna Desmond, Michael Erzen, Roseanne Feltman, Michael Flaherty, Rebecca Fournier, Julie Gilbert, Bob Greenwald, Dubravka Juraga, Carol Lynch, Larry Manno, Dennis McNamara, Mary Mitchell, Jacqueline Mullany, and Adrien Fisher

Ex-Officio Members: Cheryl Antonich, Baylee Cabrera, Paul Jensen, Kevin Li, and Doug Olson

Non-Voting Members: Quincy Martin, Scott Riddle, and Shelley Tiwari

Guests: Mary-Rita Moore, Jessica Rubalcaba, Gail Krahnenbuhl, Shelley Tiwari, Pat Zinga, Brenda Jones-Watkins, Amanda Turner, Marie-Ange Zicher, Corey Williams, Chuck Bohleke, Ric Segovia, Sujith Zachariah, Humberto Espino, Peter Jaswilko, Beth Dunn, Pamela Perry, and Oliver Camacho

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to accept the minutes of the September 8, 2015 Academic Senate Meeting. Christina Brophy made a motion to accept the minutes, seconded by Susan Campos. Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Sue Campos reported that in an effort to streamline the curriculum process, the committee has been discussing to remove the step of having faculty present on curriculum. She stated that this is only to allow for more focus to be spent on discussing the curriculum. Susan also reported on recent changes within the Curriculum Department. Changes are as follows:

New Curriculum
C226B Biotechnology Laboratory Technician

Reactivated Curriculum
C318A Certified Medical Assistant

New Courses
RHT 097 Companion to English Rhetoric and Composition I
BOT 110 Good Lab Prac/Good Manfct Prac in Biotechnology
BOT 200 Cellular and Molecular Biology
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BOT 210    Introduction to Biochemistry
BOT 220    Cell and Tissue Culture
BOT 230    Biotechnology Laboratory I (DNA Techniques)
BOT 240    Biotechnology Lab II (Protein Tech & Biofuels)
CMA 101    Introduction to Medical Assisting
CMA 102    Medical Assistant Admin Applications I

Revised Courses
MAT 101    Quantitative Literacy
MAT 102    Liberal Arts Mathematics
MAT 110    College Algebra
MAT 131    Calculus I
MAT 133    Calculus II
HTH 104    Science of Personal Health
HTH 110    Public Health and Wellness
HTH 150    Complementary and Alternative Medicine
HTH 175    Drug and Alcohol Education
HTH 210    Lifestyle for Wellness
HTH 215    Lifestyle Diseases
HTH 216    Wellness and Exercise for Special Populations
HTH 220    Athletic Training Techniques
HTH 221    Sport Specific Training & Rehabilitation
HTH 296    Special Topics in Health and Wellness
PED 101    Health Toga
PED 102    Kundalini Yoga
PED 103    Beginning Karate
PED 104    Intermediate Karate
PED 108    Swimming for Fitness
PED 120    Personal Defense Activities
PED 124    Zumba Fitness
PED 125    Kickboxing Fitness
PED 127    Softball
PED 128    Soccer
PED 129    Volleyball
PED 130    Basketball
PED 138    Golf
PED 152    Principles of Basketball
PED 156    Principles of Wrestling
PED 158    Principles of Basketball
PED 159    Selected Team and Recreation Sports
PED 180    Strength Conditioning and Performance
PED 189    Water Safety Instructor
PED 194    Principles of Coaching
PED 195    Introduction to Sport
PED 196    Sport and Exercise Psychology
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Ped 197 Sociology of Sport
Ped 200 Introduction of Biomechanics
Ped 201 Sports Officiating
Ped 296 Special Topics in Physical Education
Cma 100 Intro to Clinical Skills & Diagnostic Procedures
Cma 110 Therapeutic Comm for Allied Health Majors
Cma 130 Clinical Laboratory Procedures
Cma 200 Medical Assisting Externship
Cma 250 Certification Review for Medical Assistants

Deleted Courses
Cma 140 Introduction to Human Diseases
Cma 190 OSHA for Allied Health Worker

Dr. Flaherty asked for a motion to approve the College Curriculum Committee’s recommendations. Christina Brophy made a motion, seconded by Julie Gilbert. ♦ Motion carried unanimously by voice vote.

B. Academic & Scholastic Standards: Juliet Gilbert reported that the fall 2015 Academic & Scholastic Standards Committee meetings are being moved to meet on the first Wednesday of every month at 2:00PM. She reported that at the last meeting, the committee discussed a previous proposal to adjust the ASSC structure. The committee has decided to have Associate Dean of College Readiness Ric Segovia represent the Arts and Sciences department as a voting member. The committee also discussed adding additional faculty members in order to have more faculty representation.

Julie also reported that the Prior Learning Assessment (PLA) booklets have been published. Julie and Sujith Zachariah showed Senate members how to access the booklet on the website. The booklet is located on the ‘Testing Center’ webpage, under the ‘Prior Learning Assessment’ tab. Julie also stated that they are also planning on developing a pamphlet version that will be distributed to the students. Senate members pointed out that some information in the booklet was out of date. Julie responded that information that is currently out of date will be updated for the next version. Dr. Flaherty also mentioned that on page five of the booklet, the Triton Course Proficiency courses should be separated with an “or” in order to prevent any confusion for students. Lastly, Dubravka Juraga suggested that the date of the latest revision be included somewhere visible on the booklet.

Lastly, Julie reported some proposed new projects for the ASSC. New projects include recommending a revised final exam schedule, developing a college-wide definition of “at risk” students, and examining and possibly adjusting the credit requirements for membership in Triton clubs and organizations.

C. Student Development: Sandra Berryhill reported that the Student Development Committee discussed concerns students have been having about campus safety in light of the shootings happening around the country. The committee discussed that protocols are currently in place for
safety should a crisis arise on campus, but that these protocols are not shared to the community to ensure confidentiality.

Sandra also reported that the committee discussed various ideas to help students save money on textbooks. The committee suggested bringing these ideas to the Senate committee in order to discuss having each department review their needs for textbooks in an effort to find a more cost-efficient solution for students. Dr. Flaherty responded that he believes the Academic Deans and Chairs and Coordinators would be a better avenue for discussing departmental textbook needs. Larry Manno asked if there was a policy in place that states that we have to have a publisher textbooks for a course. Dr. Flaherty responded that no, there is no policy stating such and that we are not required to buy anything. Julie Gilbert made the suggestion of the college creating its own marketplace where students could buy and sell custom textbooks. Dr. Flaherty responded that this idea may work for some courses, but would be difficult for others. Dennis McNamara made the mention that we need to ensure that we are not violating our agreement with Follett when discussing other textbook ideas.

Lastly, Doug Olson stated that the Student Development minutes noted that the Adult Education department may be shutting down in December due to funding from the state. Doug wanted to address this and confirm that this is not true and that Adult Education is not shutting down. He stated that although the money used to fund this department has not been released by the state, that the college is supporting the program.

**D. Academic Support:** Bob Greenwald reported that there have been changes related to staffing in the Student Support Services area. Because of these changes, duties related to Retention Alert, TEAM, Jumpstart, and PMC have all been prioritized and redistributed. Bob also wanted to inform the Senate that the retention alert, "Walter Smith" does not exist.

Bob also reported that the committee will be discussing more support services for students who take online classes. The committee suggested creating and distributing a survey for both instructors and students to examine their awareness of certain services being offered for online support.

**E. Campus Quality:** Christina Brophy reported that panic bottoms are now installed, and she asked that faculty become familiar with where the button is located in their classrooms. Larry Manno asked if panic buttons will be placed in faculty offices. Christina responded that there is no plan to install buttons in faculty offices, but that this idea is something the committee has been requesting.

Christina also reported that the Campus Quality Committee discussed the installation of new security cameras. The committee expressed concern and curiosity regarding the placement and purpose of these cameras, and suggested contacting Campus Police for further clarification.

Lastly, Christina reported that faculty are still having issues with the scheduling of their classrooms. Faculty are having difficulty with back-to-back courses that are being placed in different buildings. Given the importance of these challenges to the faculty, the Campus Quality Committee will further discuss this issue.
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F. Professional Development: Roseanne Feltman reported that faculty members are having a hard time finding committees to join in order to fulfill their committee obligation. Doug Olson responded that there are many positions open and that any faculty that needs help finding a committee can reach out to him or access the institutional committees list, which is located on the ‘Academic and Student Affairs’ webpage on the Portal. Dr. Flaherty also added that if committees are in need of adjunct representation to contact Bill Justiz and that if any committee has open seats to let him know.

Roseanne also reported that the Professional Development Committee will be working on putting together a survey that will be distributed to faculty in an effort to determine what types of workshops faculty are interested in.

G. Assessment: Larry Manno reported that Assessment Day will be on Friday, March 4, 2016. The theme of next year’s Assessment Day will be “Using Assessment Results”. The committee is looking for five faculty members to present on innovative ideas in assessment. Anyone interested in presenting can contact Larry.

Larry also reported that 2014-2015 assessment reports are due November 15, 2015.

H. Technical Advisory/Distance Learning: Marianna reported that the Technical Advisory and Distance Education Committee reviewed the Master Course Template. This master template can be used to create individual course templates. The template provides consistency from course to course and although the template has some required institutional links, there is flexibility with the tools for instructors to work with. Marianna stated that faculty who need assistance or would like to be shown how to create templates can contact Sara Gallagher. Dr. Flaherty asked Marianna how detailed the shell is in terms of content. Marianna responded that instructors will still have free reign to present content in any way that they choose.

Dr. Flaherty stated that as an institution, we are having issues expanding our online courses due to the high withdrawal and failure rates of online courses. He made the suggestion that TADEC begin addressing some of these concerns in offering online courses in order to have a better understanding as to why our withdrawal and failure rates are so high. Doug Olson mentioned that some of these issues may be addressed in the on-line evaluations that are being implemented this semester.

Marianna also reported that the committee has been discussing the idea of developing a mentoring program for faculty teaching online. The committee did research and examined what other colleges are doing in way of mentoring. It was found that many institutions offer peer review for new online faculty instructors. Give that, and that the college will be upgrading to Blackboard Essentials in the spring, the committee is thinking of turning its focus back to an “in house” training program for faculty.

Marianna reported that it is confirmed that the college will be upgrading to Blackboard Essentials this spring. The Blackboard Essentials implementation team will be on campus from October 27-29, 2015 for training. This training is open to everyone and will be an opportunity to see an overview of the system and ask questions.
Lastly, Marianna reported that the 2017 technology budget is now out and that Humberto Espino is collecting technology requests for 2017.

**NEW BUSINESS**

No new business.

**ANNOUNCEMENTS**

A. Dr. Flaherty clarified with the Senate that the Academic Senate meetings will be on the second Tuesday of the month for the remainder of the academic year.

B. Dr. Flaherty reported that he has given each committee’s assessment report to College Council for review. After reviewing, the College Council suggested that the reports should more specifically focus on each committee’s goals and results. Dr. Flaherty asked the Chairpersons to keep this in mind for this year’s reports.

C. Shelley Tiwari announced that the Data Summit is on November 2, 2015 from 12-4PM in B-204/210. There is a limited number of seats available and registration is required. Registration can be done through the CTE website. Shelley stated that they are hoping to see more faculty participation this year.

**ADJOURNMENT**

*Dr. Flaherty asked for a motion to adjourn the meeting. Christina Brophy made a motion to adjourn the meeting, seconded by Larry Manno. ♦ Motion carried unanimously by voice vote.*

Dr. Flaherty adjourned the meeting at 3:53PM.

Respectfully submitted: [Signature]

Minutes Approved: [Signature]

Jaclyn Marullo, Recording Secretary

Michael Flaherty, Senate Chairperson