CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:39PM.

Members Present: Lenier Anderson, Sandra Berryhill, Liz Brindise, Christina Brophy, Sue Campos, Kathi Deresinski, Marianna Desmond, Michael Erzen, Roseanne Feltman, Michael Flaherty, Rebecca Fournier, Bob Greenwald, Dubravka, Juraga, Larry Manno, Dennis McNamara, and Adrian Fisher

Ex-Officio Members: Baylee Cabrera, Paul Jensen, Ric Segovia, and Doug Olson

Non-Voting Members: Scott Riddle and Shelley Tiwari

Guests: Virginia Cabasa-Hess, Kurian Tharakunnel, Raquel Monge, Mary-Rita Moore, Jessica Rubalcaba, Mary Ann Tobin, Debbie Baness-King, Amanda Turner, Corey Williams, Sujith Zachariah, Chuck Bohleke, Brenda Jones Watkins, Beth Dunn, Deb Krukowski, Peter Jaswilko, Marie Ange Zicher, and Humberto Espino

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to accept the minutes of the October 20, 2015 Academic Senate Meeting. Kathi Dereski made a motion to accept the minutes, seconded by Rebecca Fournier. Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Susan Campos stated that curriculum to be voted on will come at the next Academic Senate Meeting. Susan reported that according to the College and Career Success for All Student Act approved in Illinois, beginning academic year 2016-2017, AP scores of three, four, and five will be accepted. The question left up to individual institutions is to decide which test score will be used for electives and required courses. Susan stated that this also has implication for programs or courses that use AP scores as pre-requisites. This determination needs to be done by spring in order to be effective for fall semester.

Susan also reported on modifications made to the Associate of Science degree. Modifications include the addition of more science and math courses within the first two years for students and a decrease in Fine Arts / Humanities and Social / Behavioral Science courses. These changes would improve transferability allowing those with an AS to enter as a junior at four year institutions. With an effective date for fall 2016, degree revisions will need to move through Curriculum this spring to meet this deadline.
Christina Brophy mentioned that some students take these courses during their summer breaks. Would it be in the student’s best interest to make these changes? Susan responded that Triton College is not the only institution making these changes, it is statewide. She stated that these changes will be effective until 2019. At that time, a study will be completed to determine the effect between the old and the new degrees. She stated that the idea is to have community college graduates on the same track as native four-year college students at the time that they transfer to the four-year institution. Dr. Flaherty added that we have to make these changes in order for our program to be accredited.

Susan also reported on updates to the Associate of Applied Science degree. The current catalog includes a list of general education courses that meet course requirements. Currently all listed courses are not IAI approved. Therefore, if a student transfers to a four year institution, courses not IAI approved will only transfer for elective credit. Non-IAI approved courses need to be distinguished. Susan stated that an email will be sent to the Chairs and Coordinators asking them to review what courses we would like to include on that list.

**B. Academic & Scholastic Standards:** Julie Gilbert reported that the committee welcomed two new student members, Aarthi Machavarapu and Conor Jansen.

Julie reported that the Academic & Scholastic Standards Committee was assigned to help create and establish a college-wide definition of an “At-Risk Student”. Julie stated that the next College Hour on November 19, 2015 will address the definition of “College Readiness and Non-Cognitive Skills”. She stated that members of the committee will be attending in an effort to help understand the goals and objectives of this particular initiative.

Julie also reported that because assessment is an ongoing process, the PLA booklet and website will be treated as “living” documents and updated as new standards and criteria change. The website will allow the college to makes changes immediately between printings of the new booklet.

Julie also stated that the committee discussed the credit requirements for club and organization membership for students. Currently, students need to be enrolled in at least six credit hours to join a club or an organization. The committee discussed possibly lowering this requirement to three credit hours. The committee brought up the idea that this requirement might be an ICCB requirement and will need to follow up with Student Services to determine if that is so. Further discussion of this topic will depend on the ICCB requirements.

**C. Student Development:** Sandra Berryhill reported that students are more concerned about crisis management due to the recent tragedies at other community colleges across the country. She stated that students are pushing for a more hands-on safety drill during the first week of classes. Students are also concerned with mental health issues. It was suggested that the college recognize mental health in May, as that is Mental Health Awareness month.

Sandra reported that students are also having difficulty with the scheduling of classrooms. She stated that students are having trouble getting from one class to another if their classrooms are
across campus. Dr. Flaherty mentioned that the college is aware of this issue and is working on determining if there is a possible solution.

D. Academic Support: Bob Greenwald reported that the Academic Support Committee did not meet because many of the members attended the Student Success Data Summit on Monday, November 2, 2015. He stated that following their previous meeting, the committee solicited questions from online instructors to be included in a survey that will assess the types of support they direct their students to in regards to online courses. He stated that they hope to target every online instructor, and that any additional questions can be emailed directly to him.

E. Campus Quality: Christina Brophy reported that the Campus Quality Committee continued to discuss scheduling issues faculty members are being faced with. There is no plan to alleviate the problem as of yet, but the committee will further discuss until a solution is found. Christina also reported that instructors are having difficulty with furniture in some of the classrooms, specifically the computer and podium. Some classrooms provide a chair that is too short, while other classrooms do not provide a chair at all. It was suggested to provide tall chairs in order for the instructors to be seated comfortably during lecture and also be able to see over the podium.

Christina also reported that classroom door codes are the same for all classrooms and have been for many years. It was suggested that these codes be changed to offer more security. The committee also discussed panic buttons and whether instructors should be concealing the placement of these buttons from students. She also mentioned that they are requesting a panic button be installed in D-125.

Lastly, Christina discussed the H-Building classroom door issue. These doors lock automatically, which has led some instructors to prop open the doors so that students can get in and out during class without causing any disruption. The committee is suggesting that a rationale for action, as well as a communication regarding this issue be sent out to both adjunct and full-time faculty.

Bob Greenwald asked Christina if her committee is open to discussing construction and its impact on classrooms. Bob stated that some faculty are experiencing classroom disruption due to repairs being made within buildings. He suggested that faculty be alerted if a repair is going to occur in the area where their classrooms are located so that they will be aware that their classrooms will be disrupted for a certain period of time. Dr. Flaherty agreed that this is important and that keeping students focused is a big part of a faculty’s responsibility. Areas outside classrooms need to be quiet in order to facilitate learning.

F. Professional Development: Roseanne Feltman reported that the Professional Development Committee reviewed the results from the faculty survey, and used the ratings, comments, and suggestions as a guide to begin planning the upcoming faculty workshop. The workshop will focus on crisis management and training and the use of technology in the classroom. The “breakout session” format was decided to be most favorable among faculty, and the committee began to brainstorm possible options for workshop attendees.
Academic Senate Report

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G. Assessment: Larry Manno thanked the Senate for participating in this year’s assessment cycle. The Assessment Committee was able to collect 57 assessment reports. The next step is the submission of implementation reports which are due November 15, 2015. After this date, reports will be evaluated and feedback will be given to submitters. Lastly, Larry reported that the new assessment cycle is beginning and 2015-2016 plans are also due on November 15, 2015.

H. Technical Advisory/Distance Learning: Marianna Desmond reported that at the last TADEC meeting, Humberto Espino gave the committee an overview of the Blackboard (BB) Essentials Implementation Meeting that took place the week prior. Training will begin in December, with select pilot courses to run this spring. By summer, everyone will have access to the new tools available.

Marianna also reported that the Online Evaluations Form is up and ready to be used. Students will be sent an email with the course name, section, and faculty information. The evaluation can be completed through the link or on the BB homepage. Students will only be able to complete the survey once for each online course they are enrolled in. One concern discussed by the committee was that faculty need to ensure that the course is made unavailable to those students not currently enrolled in their course, but are still in the BB shell. This is to ensure that notifications are not sent to non-course participants.

Marianna reported that Marie-Ange Zicher recognized the 11 faculty members who completed the initial BB Learn Seminar this past summer.

Lastly, Marianna reported that SLATE will be having a meeting on November 18, 2015 on designing an online teaching certification course which will be used to design our own “in-house” faculty training program. This training program will be similar to ION and will meet the terms of the faculty contracts. Marie-Ange will be sending out a questionnaire to all online faculty who have taken the ION certification or other comparable training/certification seeking feedback from their experience. This survey will help the committee move forward on developing this training program.

Christina brought up one concern. She stated that some faculty who are already experienced in online teaching might view this program as one more hurdle they have to go through. She suggested making this training process shorter for more experienced faculty members. Marianna responded that the contract needs to be followed and that the committee is taking this concern into consideration.

NEW BUSINESS

A. Dr. Flaherty began discussion on the proposed changes to the Senate. These proposals include:
1. Moving HIA from Fine Arts to Tech West. It is more logical for HIA Faculty to represent or be represented by Tech West.
2. Changing "Fine Arts" name to "VPCA". VPCA is now the name of what was Fine Arts.
3. Split the members for Library and English and have one Library representative and two English representatives. An English Faculty has always supported the Library for the third spot. Therefore, splitting the two will give the Library a guaranteed spot.
4. Increase the Math representatives to two members. Math is the only department of its size to only have one representative.
5. Decrease the Business representatives to one member. Business is the only department of its size to have two representatives.

Dr. Flaherty asked for a motion to accept these proposed changes to the Academic Senate. Dennis McNamara made a motion to accept each proposal, seconded by Christina Brophy. ◆ Motion carried unanimously by voice vote.

Dr. Flaherty stated that the website will be updated to reflect these changes.

ANNOUNCEMENTS

A. On behalf of Renee Wright, Dr. Flaherty announced that the Faculty Advisory Council will be meeting here on Friday, November 20, 2015.
B. Adrian Fisher reported the Green Committee has started to work on the AASHE (Association for the Advancement of Sustainability in Higher Education) STARS benchmarking program, which is a national sustainability rating system for higher education institutions. This will take more time and will involve contribution from many departments on campus.
C. Dubravka Juraga reported that the Library is having its annual book sale. Donations are welcomed. The book sale will take place during the week of November 23, 2015. All proceeds will go to the Library foundation. Dubravka also announced that the Library will be celebrating National Family Reading Day with its own event, “Family Reading Day”. This event will take place on Thursday, November 19, 2015 at 2:30PM in the Library.
D. Doug Olson reminded the group that crisis management training will be ongoing through the Professional Development Center.
E. Doug Olson also reported that through the efforts of the Strategic Enrollment Management (SEM) Committee, we now have registration accessible throughout campus. He asked that everyone encourage students to register. Julie Gilbert stated that she has received positive feedback from her students regarding these registration spots throughout the campus.

ADJOURNMENT

Dr. Flaherty asked for a motion to adjourn the meeting. Christina Brophy made a motion to adjourn the meeting, seconded by Kathi Derenski. ◆ Motion carried unanimously by voice vote.

Dr. Flaherty adjourned the meeting at 3:45PM.