Hot Topics

- Dr. Michael Flaherty followed up on last month’s hot topic, indicating that a meeting was held with Kevin Kennedy and some members of his team to discuss the Colleague course prerequisite issue and more dialogue on that will be forthcoming later on the agenda.

Operational Assembly

- Shelley Tiwari, Chairperson of the Operational Assembly, informed the Council that the Human Resources Committee were working on the Wellness Plan and announced that the PDC Catalog has attractive training workshops on topics pertaining to wellness. The Business & Facilities Committee reported that the budget system in Colleague would be open and ready for entry and that bond projects were progressing well. The SEM Committee reported that they will be working on using more active language in their four goals and are coming up with an implementation plan. The Data Team discussed next steps from the data summit outcomes. The Diversity Committee reported they are working on their next newsletter and need to begin the steps towards selecting a new Diversity Committee Chair. In addition, Joe Klinger and Quincy Martin brought forth a new business item of Customer Service, and shared with the Operational Assembly current plans and ideas to improve customer service at the institution.

Academic Senate

- Dr. Michael Flaherty, Chairperson of the Academic Senate, informed the Council that the College Curriculum Committee reported that the ICCB is requiring written justification for any degrees over 60 credit hours and discussed possible implications. He also announced that because of the new IBHE meeting schedule of 4 meetings per year, new program effective start dates will need to consider this and potentially adjust. The Scholastic Standards Committee is working on redoing the final exam schedule. Also the Academic Support Committee and the Technical Advisory & Distance Education Committee are both working on online instruction, in follow-up to a request made by Dr. Flaherty to improve course success rates for online courses.

Old Business

- Assessment of Business Practices and Policies – Kevin Kennedy informed the Council that the Board of Trustees approved the new travel policy at the February Board Meeting, which was the first of the initial five items that the subcommittee for the assessment of business practices and policies will be working on. Mr. Kennedy indicated that they are currently moving forward with securing electronic signature software so that the travel form and possible other business forms can be processed electronically.

- Shared Governance Committee Assessment Guidelines – Pamela Perry informed the council that the subcommittee tasked with working on the shared governance committee assessment guidelines, had come up with the main pieces of what they felt each assessment should include – the mission and purpose statement, the academic year goals, the analysis and results; and, the areas of change or improvement to consider for the following year – in addition to a template which was provided as a tool and not as a mandatory item. The Council approved the guidelines and template unanimously.

- College Council Annual Survey Review - Pamela Perry informed the Council that the subcommittee tasked with looking at the College Council annual survey spent some time with the Research Department, looking at potential changes to the survey. It was decided to restructure the strategic plan section to look more like the accreditation section. In addition, the group explored changing the question which requested employee group classification from respondents. It was decided that this question would remain the same. In addition, Ms. Perry informed the Council that the subcommittee had edited the questionnaire for shared governance chairs to be more straight-forward and also added questions about the committee assessments.

New Business

- Colleague Course Prerequisite Issue – Kevin Kennedy expressed how pleased he was that he and his team were able to come together with Dr. Flaherty and academic faculty & staff to discuss the issues with Colleague related to course
prerequisites and reported that the dialogue has been effective. He indicated that the primary problems that they were focused on were with Rhetoric 085, 086, 095 and 096 courses and students moving into Rhetoric 101 and 102.

- **HLC Communication** – Mary-Rita Moore informed the Council that she received a communication from the Higher Learning Commission (HLC) in regards to the impacts of the lack of Illinois state budget on colleges that are accredited through the HLC, which requested that Triton prepare a brief report on current availability of financial, physical and human resources required to support the institution. In addition, they had very specific questions on cash flow, any cuts in full or part-time staff, impact on availability of textbooks or supplies, related education materials, and what impact this might have on future enrollment. Finally, HLC communicated that if at any point Triton was considering closure, there was an emergency plan that Triton would be responsible for following. Ms. Moore clarified to the Council that Triton was not considering closure and did provide the report that HLC requested.

- **Strategic Plan Action Update** – Joe Klinger provided the Council with an update on Action 1.6 – Reduce Single Point Services and Campus Silos, under Strategic Direction: By 2020, increase by 50% the number of students entering college prepared for college level work. The focus of this action is on customer service. Mr. Klinger discussed data gathered by the Research Department that demonstrated the need for an improvement in customer service and explored the source of poor service at the institution. He announced that there was a customer service work group that were partnering with the Research Department to develop an Employee Satisfaction Survey and will also be reviewing performance standards and creating an institutional definition of customer service.

- **FY 17 Budget Mission Statements and Goals** – Mary-Rita Moore informed the Council that the FY 17 budget mission statements and goals, which were included in the meeting packet, were thoughtfully reviewed and revised by the respective areas. She stated that she believed these mission statements and goals to be current and accurate in reflecting each area of the institution.

- **Other** – Mary-Rita Moore informed the Council that the Office of the President received a communication from Marilyn Craig regarding some recommendations such as classroom assignment and swipe stations. Ms. Moore indicated that she would be sending this to the Council over the list serv and then put those items on the agenda for next month.