Meeting Notes

Members Present: Garrick m. Abezetian, Cheryl Antonich, Julie Gilbert, Luisa I. Hernandez, Joe Klinger, Quincy Martin III, Bob Greenwald, Jacqueline Mullany, Shelley Tiwari (Chair)

Guest: Pamela Perry

Shelley Tiwari began the meeting by welcoming the committee representatives/chairs and requested the members to introduce themselves. She then went over the role of Operational Assembly as it’s articulated in the New Shared Governance model. As agreed by the members, the purpose of OA is to

- Provide guidance to committees w/in Business Services, Campus Community, and Student Support Working Groups
- Build consensus on issues related to campus operations, facilities, and student services
- Assist in coordinating work of groups by ensuring cross communication at monthly meetings
- Accountable for progress on strategic plan and HLC matters as they relate to the Business Services, Campus Community, and Student Support Working Group committees

The members had a good discussion about what will be the most efficient and effective way to communicate/report committee work at OA meetings. The benefits and limitations of Working Group Joint report vs. individual committee reports were discussed. The members felt that to condense all the information from individual committee reports into a joint report will be a time consuming task for the group lead and may not be worth the effort, when the committee chairs themselves can easily share the highlights of their committee work (after meeting in their working group first). But it was recognized that leaving sufficient time for productive discussion will be critical for OA in order to accomplish its’ purpose.

OA members came to the following agreement moving forward. The committee chairs/representatives will
Operational Assembly
September 10, 2014
2:30 p.m. – 4:00 p.m.; B223

- review everyone’s committee minutes ahead of time and come prepared with their questions/feedback
- try to identify potential crossovers in their working group meetings, if possible
- bring only those pieces of information (from their committee) to OA meetings
  - that affects other areas of college/committees, and
  - that are related to each committee’s Strategic plan tactics/action items
- take relevant information from OA meetings back to their committee/areas for good communication flow

OA Committee Reports:

- SEM
  - Meets twice a month
  - Not moving forward with Noel Levitz but selected three major identified opportunities to move forward for the academic year
  - Develop and implement a goal driven, strategy-driven retention plan. (Team Lead: Dr. Debbie Baness-King)
  - Systematically review all processes and procedures to identify any unnecessary barriers to enrollment. Bring opportunities for improved customer service to the Enrollment Task Force for possible modifications. (Team Lead: Chris Dewey)
  - Identify and promote internally and externally Triton’s “points of pride.” Be intentional and proactive in presenting quality and value of the Triton experience to key constituents. Develop a well-conceived and executed marketing plan to position Triton as a first and best choice institution. (Team Lead: Sam Tolia)
  - Each member of the SEM has been selected to serve on a team for the aforementioned. Non-SEM members will also be selected as needed to serve on various teams by the team leaders. Team leaders have also been charged with developing an action plan for implementation of their respective major identified opportunity.
  - Lorette Dodt (SEM Co-Chair) is finalizing details to ensure that the former marketing committee of the academic senate is well integrated into SEM. The focus is to ensure that faculty members have a platform to voice their marketing needs, concerns, etc. Furthermore, the integration will ensure that the purpose of the former marketing committee is adhered.
• **Campus Quality**
  o Has not met yet
  o Continuing with Green Drinks series, speaker is Victor Zadere and it will be held on September 24, 2014 at 6:30 – 8:30 p.m. in room B223.

• **Business Services**
  o Has not met yet
  o Bond rating came in and it was good, a press release will follow

• **Human Resources**
  o Focus is on succession plan
  o Assisting and guiding further development of personnel development plan, positions, internal talent for promotions, and internal hiring

• **Academic Support**
  o Has not met yet

• **Academic and Scholastic Standards**
  o Has not met yet

• **Diversity**
  o Diversity committee does not do events
  o Purpose – to inform campus of diversity, the current populations, and shifting population
  o Each department does their own diversity related activity
  o Recommendation is to further disaggregate data on particular race/ethnicity to find out more details about specific populations such as on Hispanic students

• **Student Success Data Team**
  o New committee of the shared governance structure
  o Revised its’ role to be aligned with the new structure and to be more explicit about teams’ responsibilities
  o The team recommends that the college finds out why so many developmental students place so low in Math
  o Other research ideas include: collecting data on success rates of online vs. face-face students; success rates of Adjunct vs. Full-Time faculty; common reasons why many Triton students stop out
OA members suggested that the team be more specific about researching Full-Time faculty vs. Adjunct faculty success rates as in what is going to be measured and why.

There was a question on whether OA should have classified, hourly and mid-manager representatives. The group felt that most committees have representation of the above groups and hence their voice will be heard via the committees’ report. If there is a specific area that needs advice then a representative can be invited to OA meetings to provide that information.

Last discussion item revolved around how to decide what actionable items to forward to the College Council and whether it should be decided at the end of the meeting (by vote) or via email communication afterwards. The members felt that for now the OA Chair should decide on the topics for College Council to hear and OA will discuss and assess this process in near future.