Meeting Notes

Attendees: Julie Gilbert, Luisa I. Hernandez, Peggy Murnighan, Bob Greenwald, Shelley Tiwari, John Lambrecht, Humberto Espino, Garrick Abezetian, Joe Klinger

S. Tiwari began the meeting by reviewing last meeting minutes. She then provided feedback from College Council which included assessment of committees work, and a request that committees send their mission and membership to her which will be forwarded to the College Council. She asked the members present if the committees with interim appointment have decided on their permanent appointments for OA and everyone has made selections; few committees will have rotating members for OA.

She again reminded everyone that in OA meetings, the committees will only bring key updates in regards to the strategic plan action items, any stumbling blocks that champions are experiencing, and topics that affects other committees and/or areas directly. Members will come prepared to ask questions and provide feedback.

Highlights:

- **Business & Facilities:** J. Lambrecht talked about revisiting safety and what to do in a crisis situation. Wireless panic buttons were approved by the Board and all teachers desk will have a panic button. Humberto Espino stressed that this information should be communicated to everyone throughout the campus and revisited. Evacuation drills will be conducted throughout the day. Safety is a huge thing and they are trying to have a structured plan in order to conduct evacuation drills. There will be trainings via PDC in order to communicate this to the campus.

- **Human Resources:** J. Klinger reported that committee met and is currently working on the succession plan to develop individuals within their departments that are very good employees who are worth keeping and promoting. Committee is working with action champion Mary-Rita Moore to accomplish her Strategic plan action item.
• **Campus Quality:** J. Lambrecht reported that safety posters will be placed in different parts of the classrooms. There will be Reminder Tips: what do you do when you hear the alarm? What do you do if the siren starts? The H Building will open soon but all the rooms have hi-tech technology and you can use your phone in order to get into the different classrooms instead of using a key, password, etc. If anyone loses the password it can be deleted and reprogrammed.

*Questions/Comments:* Can it be advertised on Triton today? Facebook is one of the heavier visited sites. Maybe it can be displayed on some of the Kiosks and on the website containing the evacuation plans with their own icons for safety. The new plan is to be able to access the emergency information on the website.

• **Diversity:** L. Hernandez reported that her committee is having challenges in getting communication from campus regarding diversity related activities. There are things happening that the Diversity committee does not know of, they only find out because they see a posted flyer. She indicated that each individual department is in charge of their own diversity activity. We need to keep in mind there is diversity in everything we do and it plays a role in every department. We need to provide multi-language signs all throughout the campus. Committee is looking for ways to make diversity more broad. LGBT will have an event called LGBT Suburban Resource Fair on November 6, 2014 5pm – 9pm.

*Questions/Comments:* One communication activity could be to give a survey about diversity that asks targeted questions. Instead of saying what do you do for diversity, ask whether they know if the hotline exists. If departments are doing something different let the Diversity committee know. Additionally committee members can attend department meetings to discuss what diversity actually is and what elements it incorporates.

• **Technology Advisory & Distance Ed Committee:** H. Espino reported that the committee looked at their mission statement and it is completed. Cheryl Antonich shared the information about her strategic plan action item and provided a list of all the online courses recommended to be developed in 2014- 2016.

*Questions/Comments:* Student Success Data team examined the success rates of online courses while reviewing the NCCBP report and overall completion rate for Triton’s online classes is very low whereas the withdrawal rate is very high (at 32% for fall 2012 cohort). While more online courses are being developed, the college should closely look at the
success and retention of online students and provide them with support structures that will impact completion and retention.

- **Professional Development:** P. Murnighan reported that their committee received low response rate from the fall faculty workshop survey because it was sent out a bit delayed and many people didn’t see it. The committee is considering future topics for spring 2015. In their next meeting Mary Ann Tobin will be talking about her Strategic Plan action item.

- **SEM (Representative not present)**

- **Academic and Scholastic Standards:** J. Gilbert reported that her committee looked at their mission statement, and they will be making a slight change in it. She reported that PARCC (Partnership for Assessment of Readiness for College and Careers) is a big area coming and that there will be a committee that will be in charge of PARCC while ASSC committee might be reviewing and possibly assisting in the PARCC committee work.

- **Academic Support:** B. Greenwald expressed the concern that there needs to be clarity on the roles of the Action Champions in the OA Committees. Seems like the action champions do not want committee’s help in their work. The committee is still working on narrowing down their goals for the year.

- **Student Development (Representative not present)**

- **Student Success Data Team:** The team looked at the NCCBP (National Community College Benchmark Project) data on student outcomes, two main points came up: Compared to 260 other community colleges who participated in the benchmark project, Triton’s institution-wide withdrawal rate is very high (20%) for fall 2012 Triton College cohort and similar numbers exist for other cohorts. For online courses, the withdrawal rate is even higher 32%. The team believes that the college needs to create procedures so students communicate with someone before withdrawing.

*Questions/Comments:* When is it okay to enroll the students into online courses? Do we check if students qualify for it? Is the online orientation really working? Do students enrolling in online courses have computer access? We need to find reasons as to why
students are withdrawing and what’s causing it? Are they truly dropping or just changing sections? Find out at what point they withdrew and what could the college have done?