Meeting Notes

Attendees: Humberto Espino, Julie Gilbert, Luisa I. Hernandez, John Lambrecht, Quincy Martin III, Shelley Tiwari

Guest: Gail Krahenbuhl

S. Tiwari began the meeting by reviewing the minutes from the previous Operational Assembly meeting. She then provided feedback from College Council regarding communication challenges faced by the Diversity Committee, and need for clarity on the role of the Action Champions in the Shared Governance Committees. The suggestions obtained at College Council included that Diversity should be added to the Strategic Plan. Also, Pamela Perry has reached out to the Committee Chairs and asked for a meeting to discuss and clarify the Action Champions roles.

Committee Meetings Highlights

- **Academic and Scholastics Standards:** J. Gilbert talked about Quincy Martin and Pamela Perry visiting their December meeting to discuss and clarify the roles of the Action Champions as well as the progress on action items. Zach will be providing an update to the committee on his action item (prior-learning assessment) at our next meeting. Gabe discussed next steps for the proposed new faculty evaluations. He/his committee may continue to work on them with input from the Senate sub-committee(s) or they may be turned over to the Senate sub-committee(s) for further work. ASSC has offered its assistance for either course of action.

Questions/Comments: What kind of feedback was obtained at the senate about evaluation forms? There was a good discussion during the Senate Meeting. All decided that the evaluation forms were not ready to be submitted for votes in December. Changes to the evaluation form will be made and then decide whether to submit for December or wait for the next Senate Meeting to take place. Everyone agreed that there are still some concerns and questions regarding it and that it should be presented to adjunct faculty as well. Some of the language used on the evaluation questions needs to be changed for students to better comprehend the question when completing the evaluation. Another concern was that the evaluation form does not have anything for hybrid courses which contains both face-to-face and online courses when looking at the forms,
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and it might be a good idea to create one that contains both elements. Julie added that there are two students in her committee who looked at the form and provided their input especially in regards to the language being used on the forms.

- **Academic Support (Representative not present)**

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

- **Student Success Data Team**: S. Tiwari reported that the team looked at Triton’s student withdrawal/dropout rates and was concerned that Triton College has a high withdrawal rate (approximately 20%) compared to 270 community colleges for which the benchmark data was available. One of the team goals to focus this year will be to investigate the reason for withdrawals of Triton students and propose intervention strategies to reduce number of withdrawals.

  The Action Champion Mary Rita Moore is working on the Strategic Action Item: Graduate Success Tracking and currently they are looking internally to what has been done so far in terms of student tracking and what is relevant. The Research department is contacting other colleges to find out how they are tracking their graduate students and how they use this information. Mary Rita has asked the Data Team members for ideas that they have in regards to progressing this action item.

  *Questions/Comments*: To avoid duplication of work and possibly collaborate, do members know of any committees, or groups that are working on similar issue of examining student withdrawals? Quincy Martin shared that SEM has one of the three major teams focusing on developing a “Comprehensive Strategic Retention Plan” which is led by Debbie Baness-King. Some of the work being done is looking at similar things such as withdrawals, and ways on how to retain students.

- **Technology Advisory and Distance Ed**: H. Espino reported that during the previous TADEC Meeting it was voiced that the faculty evaluation forms were too long and there were still some questions/concerns with the forms. But all agreed that it was a great thing that the evaluation forms were being revised and working towards the voting process. SmartBoard 14 Demo was presented as well and Demo’s will be provided as a test run. This is being looked at for the future.
Questions/Comments: J. Gilbert made a comment about TADEC’s great communication with e-mails and keeping everyone informed. Humberto announced that “Visualization Media” presentation will be on November 24, 2014 at 1:00 p.m.

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

- **Diversity**: L. Hernandez reported that Pamela Perry visited with the committee and discussed the Strategic Plan. Luisa Hernandez reminded all the committee members that when attending meetings and/or events throughout the campus to always be alert and look out for things that pertain to diversity issues or recommendations that can be made. The committee worked on the mission statement. Triton does have a diversity statement and that was used as a basis to develop the Diversity committee mission statement. The committee is scheduling meetings with the program board, student clubs, and organizations regarding partnering on diversity related events. The Diversity committee does not have funds to organize events. The President usually contacts them to find out what activities and/or events are being done for instance Hispanic Heritage Month.

  Questions/Comments: As suggested by the College Council, the committee should sit down with Pamela Perry to see how Diversity can be incorporated in the Strategic plan

- **SEM**: Q. Martin reminded about SEM’s three major teams: Retention Plan, Point of Pride (presented at Academic Senate), and Improving Customer Service Institutionally-Focusing on Unnecessary Barriers to Enrollment (which will be divided in two teams). The committee is working on identifying alignment within the Strategic Plan meaning that if there are Action Champions whose roles fit in nicely with what their responsibilities are the team leaders will be reaching out to those individuals. Quincy has asked the three teams to provide a draft of the completion timeline of their respective goals and the alignment with the Strategic plan. They will be compiling all the information next month and a draft of the “Comprehensive Strategic Retention Plan” will be provided to the Vice President for review. Once the document is reviewed by the Vice President it will be presented at the Operational Assembly Meeting.
Questions/Comments: The Student Success Data Team is willing to collaborate with SEM on their “Retention Plan” goal by providing data support, or research ideas.

- **Campus Quality**: J. Lambrecht reported that faculty is anxiously waiting for the installation of the panic buttons. Once the approval from state is received, the funds that were put aside for the panic buttons can be used and that will speedily move along the process.

- **Business and Facilities**: J. Lambrecht reported that the Business group is working on the copy machine bids since the previous contract is almost over. They are looking at new contracts and working with different vendors. In the next few months new equipment will be coming in to replace all the old copy machines. Facilities is continuing with lots of construction: parking lot, carpeting offices throughout campus (library, meeting areas, Boardroom, college center building 2nd floor, A-Building 3rd floor office), wrapping up the elevator renovations, and finishing the H-Building to open for classes in the Fall 2015. The pertaining departments and staff will be moving to the H-Building during the summer 2015 (tentative date). Regarding bonds project, several meetings have been held with the public and feedback has been gathered. Several people had ideas and they are being considered for the project list. For some there is no funding there, but will be looking at them in future.

Questions/Comments: L. Hernandez commented that we should take Diversity into consideration with all the remodeling going on. An issue that came up was with the elevators with people who are handicapped not being able to go up and down the stairs during construction. J. Lambrecht responded that signage was posted and it was coordinated as much as possible to accommodate people with disabilities. There were also signs posted that mentioned that if there was a problem, they should contact scheduling/maintenance. Arrangements can be made to help, when needed.

- **Human Resources (Representative not present)**

Questions/Concerns: Julie Gilbert commented that she likes how Operational Assembly is working together and how the cross communication is happening. We are able to share resources with each other and communicate about common issues, which shows that it is working well. Shelley Tiwari requested and reminded everyone that the Operational Assembly members complete the survey sent by Pamela and give their thoughts/suggestions.