Meeting Notes

Attendees: Peggy Murnighan, Humberto Espino, Julie Gilbert, Luisa I. Hernandez, Joe Klinger, Quincy Martin III, John Lambrecht, Sandra Berryhill, and Shelley Tiwari

Guests: Hannah Ballas, Marylou Murphy

S. Tiwari began the meeting by stating that the College Council had a question from last Operational Assembly's feedback which she will ask the relevant committee directly during their turn for committee reporting.

Committee Meeting Highlights

- **Academic and Scholastics Standards (J. Gilbert):** Zach spoke about the agreement Triton has with CAEL. Final revisions on the Prior Learning Assessment (PLA) (marketing) information has been completed and sent to the printers. The PLA (booklet) information will be posted on Triton’s website at the end of February/early March. Faculty, counselor and students will be able to view this information online. Hard copies of the PLA booklet have been ordered and will be presented to ASSC once available. The booklet contains PLA information including AP testing, CLEP, DSST, proficiency exams, and portfolios. Committee discussion followed regarding the portfolio PLA process. A student will first meet with the appropriate counselor, then chairperson, to determine whether portfolio(s) would appropriately match their experiences with Triton class(es). Once approved by the counselor and chairperson, the student will register with CAEL to create the portfolio and for its review for credit approval. The committee discussed the cost of CAEL and the available portfolio credit hours. If a student’s portfolio is initially rejected, s/he has the opportunity to improve and re-submit the portfolio without any additional fee. Triton instructors may become portfolio evaluators in their fields of expertise, but would be working for CAEL and would not necessarily be evaluating Triton students. Julie reported that she is also serving as a member on the PARCC Taskforce and will keep the committee informed of new developments, information and progress. Julie reported that she is serving as a member on the PARCC Taskforce and will keep the committee informed of new developments, information and progress. Julie also shared a rough draft plan for Tactic 1C, Action 2 of the Triton College Strategic Plan from Quincy Martin for ASSC’s review. Due to a conflict in schedules, Quincy was unable to attend the meeting. Julie will meet with Quincy to clarify
ASSC’s role and other questions about the plan. ASSC will invite Quincy to attend the next meeting in March for further discussion and action.

Questions/Comments: Students should be able to update their contact information themselves on the Student Portal. No one in the committee had information about it and Zach has put in a request through IT to create that mechanism for students to be able to update the contact information themselves. For PLA portfolio is the committee going to use Kale documentation and Julie responded that they are using Kale documentation. What’s the purpose of PARCC taskforce? The taskforce will give recommendations on how the implementation will look. State has given some definitive guidance that has been approved by the College Presidents, and the taskforce will formalize our placement strategy for incoming students with PARCC scores.

- **Academic Support (Representative not present)**: Committee did not meet in January.

- **Student Development (S. Berryhill)**: Committee was not able to meet before OA and hence nothing to report.

- **Student Success Data Team (S. Tiwari)**: The data team worked on creating a draft of a withdrawal questionnaire in order to investigate student withdrawals. Shelley shared the draft with the Operational Assembly members and received feedback which will be incorporated in the draft. The goal would be for team members to analyze the data obtained and find patterns on common reasons why students withdraw.

- **Technology Advisory and Distance Ed (H. Espino)**: Majority of committee’s time was spent on the online course student evaluation form. The committee has come to a consensus that they will do one final review to ensure that if they have any more input and then they will go ahead and submit final recommendation in senate. There are 5 more smart rooms up and running now. CTE is working on building a training session for Smart Notebook 14 for all faculty and staff prior to them moving into H building. ILLCO has a web based conference that Humberto sent out a notification too.

Questions/Comments: Is there room for more input on online student evaluation forms? It’s already been more than a year since the project began and it needs to come to a conclusion. This is a living document and can be open for discussion at any time, if need be.
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- **Professional Development (P. Murnighan):** The committee will have the strategic plan action item, aligned with the PDC committee as a standing agenda item in their meetings.

- **Diversity (L. Hernandez):** Luisa reported that the committee wasn’t informed about ICGB Civil rights review and found out about it in the Administrator’s meeting. They would like to receive a written report whenever that’s available. John Lambrecht gave a little background of the report and the review process. Quincy mentioned that a report will be provided to Corey Williams, V.P Olson and the President, in the next few weeks. Luisa again reiterated to keep this in mind that any events related to diversity has to be communicated to the Diversity committee. The committee was also looking into how to address and incorporate diversity in the strategic plan and they have come up with some recommendations after reviewing the strategic plan. It will be something for Action champions to keep in mind and not necessarily included in the actual plan.

  *Questions/Comments:* What is the communication plan to deliver this information to the Action Champions? How can we ensure that it will really happen especially because Action champions are not actually doing the work, but facilitating the work? Should this go through the College Council and Shelley said that she can share this document with the College council.

- **SEM (Q. Martin):** First draft of SEM plan is ready and it received lots of feedback including from the V.P. The committee is going to update the draft based on that feedback. The SEM’s plan has aligned various tactics and actions in the Strategic plan with the 4 major goals of SEM plan. The various team leads for those goals will get together with action champions to accelerate some action items so more attention and focus can be given to increasing enrollment.

- **Campus Quality (J. Lambrecht):** Campus quality did not meet in December and will meet next on Feb 19. Some ongoing discussion topics have been focused on security such as the installation of classroom panic buttons. Mike Garrity has ordered the equipment for that and started to set up the network. There was a discussion if this can be rolled out in the offices, as of now offices are not covered in this project.

  *Questions/Answers:* Is the Welcome Desk going to be equipped with the panic buttons? If there are areas that need to deal with situations more discreetly such as
Counseling, these suggestions can be reviewed on a case by case basis. New network makes it much easier to install the buttons so if need arises for additional area, it can be considered in the future. Is there a plan for other areas to be covered? All classrooms will be covered. What is the timeline for installation? This should roll out in the next 60 days.

- **Business and Facilities (J. Lambrecht):** Copy machine contract has been in negotiations, new contract just went to finance last week for multi-year lease for new machines. The next big thing is the opening of the budget portal and Gary sent out communication regarding this. H building is approximately 97% complete, on track for fall opening. The communication team is discussing how to communicate the various openings. Bond projects are moving well. First few projects that are moving up are each campus athletic field with a start in late March and will end in November. Next in line is the Bistro Demo Kitchen/mixology lab which will begin in spring and should be completed before fall classes begin. Project right behind it will be the Bakery expansion which will start in June; most of the work will be outside as a separate extension so it shouldn't disturb anything. A separate communication plan is being developed currently on how to allow access for everyone to see what’s going on and the status on the construction. It will be web based and people should be able to access it from the construction website and there will also be different banners easily accessible. In addition to that John is working with Cheryl on new programs such as the creation of a huge bio-lab/ diesel lab, sustainability center and an Occupation therapy training center.

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

Announcements: The Operational Assembly will not be moving to 3rd week so we will not be going through the voting process announced in the last meeting. The committees that do not report to Senate on a regular basis will be submitting their assessment plans to Shelley by May 2015. Election process to elect the OA chair for next fiscal year will happen in the May meeting.

*Meeting ended at 3:47 p.m*