CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:37 P.M.


Adjunct Representative: Adrian Fisher

Ex-Officio Members: Cheryl Antonich, Joe Klinger, Doug Olson and Ric Segovia

Guests: Marie-Ange Zicher, Pamela Perry, Humberto Espino, Mary Ann Tobin, Gabe Guzman, Quincy Martin, Corey Williams, Amanda Turner and Sujith Zachariah

APPROVAL OF MINUTES

Dr. Susan Campos made a motion to accept the minutes of September 10, 2013 seconded by Rebecca Fournier. ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Dr. Susan Campos announced that their regularly scheduled meeting has been changed to 10/30/13 and will start at 2:30pm.

B. Academic & Scholastic Standards: Julie Gilbert shared with Senate that the subcommittee has agreed to meet on the first Monday of each month at 2pm with the exception of October. The October meeting will be held on the second Monday (10/14/13) due to a scheduling conflict and open house in the Business Department. The ASSC in collaboration with Renee Wright will host two workshops on textbook readability and are scheduled to occur on 10/31 and 11/7, both from 12pm to 1pm in the CTE.

An overview of the updated Prior Learning Assessment Policy was provided to the entire subcommittee for the benefit of new committee members. Dr. Zachariah gave an overview of the CAEL portfolio review process which updated the committee on the recent changes regarding the fee structure, membership, program names, enrollment forms and the entire process currently underway between CAEL and Triton College.

Tracy Wright has offered to make the necessary membership updates to the website. The committee plan to discuss new projects for the coming year at the next meeting.

C. Student Development: Larry McGhee stated that there were discussions within the committee but they have not yet voted on the how many to increase current their membership by. Dr. Flaherty advised Larry to make sure that they keep their membership at a manageable number, so that it’s not too large. He also said that full participation cannot take place with non-voting members. A quorum must occur at a meeting in order for any decisions to be made. Larry reminded everyone that their meetings are open and available so that anyone can attend.
VP Olson stated that this would be a bylaw change if they wanted to increase their membership size. He also asked Larry if he had even looked at any of their student success data and if not they should consider reaching out to the research department to see if the data will help with the development.

D. Academic Support: Bob Greenwald shared with Senate that the committee has been working tirelessly to ensure that all of the placement testing links are up and working accurately. Larissa Garcia created the Libguide which was edited for content, links and word choice by Emmanuel Esperanza, Jackie Werner and Bob Greenwald. The libguide and the other associated links are being tracked in order to see how often the page(s) is visited. The committee plans to work with the IT Department so that the link(s) is available during registration times.

The Passkey will be made available for certain high school students. It is currently mentioned as a resource for math but will be added to reading and writing. Many high schools counselors are asking for example questions or a sample test so the committee is looking into developing more resources to be placed on the libguide and possibly be sent to high school counselors.

E. Marketing: Mike McGuire and the subcommittee are working on numerous enhancements to the existing webpage. Their intent is to display what is available to show everyone the features so that the aesthetics are up to speed. The subcommittee is looking at creating/updating several links for their webpage such as:

- bylaws
- mission statement
- yearly goals & objectives
- new marketing ideas & strategies
- marketing request and necessary lead time
- subcommittee members’ email addresses

F. Quality of Life: Jackie Mullany informed Senate that their safety posters have been updated and are now ready for final revisions. Recently late room assignments have been an issue because during the first week of classes many of the students’ schedules only listed the classroom location as TBA (to be announced) instead of an actual location. Another issue that occurred was the coding of when classes actually met. For example, a Tuesday/Thursday class was listed as TH which gave the impression that the class only met on Thursday but in actuality it also met on Tuesdays. It was discovered while assisting as enrollment facilitators that they often felt helpless for students that had restrictions had to be sent back to the counselors only having to wait in line again. Jackie Mullany will further investigate these issues to see how they might be work out so that it does not occur again.

G. Professional Development: The subcommittee hosted two SMARTteaching sessions titled “Motivating the Unmotivated Student” both were conducted by Dr. Armstrong. There were 26 participants who attended the first session and 27 participants attended the second session. The
subcommittee welcomed their newest members: Roseanne Feltman and Tina Swiniarski. At the last meeting, the committee had discussions on the spring 2014 faculty workshop topics and format as well as the various forms of the faculty recognition was mentioned.

H. Assessment: Larry Manno provided Senate with the successful completion of the assessment plans, however there are still 6 programs that have not submitted general education outcome mapping forms. Throughout the month of October there will be several workshops held to assist faculty in completing 2012-2013 assessments and planning for 2013-2014. Members of the Assessment Committee will meet with individual departments to assist them in finalizing their 2012-2013 assessments and planning for 2013-2014 assessment. For additional information, please visit: http://www.triton.edu/assessments

The committee is still looking for volunteers to serve. AVP Antonich will work on obtaining 2 representatives from the business & technology departments.

AD HOC COMMITTEE REPORTS

A. TAC: Humberto shared with Senate that there were discussions at their last meeting which highlighted some of the feedback that was received from faculty and students regarding classroom technology equipment usage. The next technology meeting is scheduled on November 13, 2013 in Room A-212.

NEW BUSINESS

A. FAC Symposium and Meeting Report: Newly elected IBHE Representative Alternate, Khallai Taylor attended her first meeting. The purpose of the symposium was to discuss the current status of higher education in Illinois as well as the future status. She found the information to be very beneficial and helpful to 2 year colleges and 4 year universities. To find additional information on the FAC Symposium, please visit Khallai’s blog at http://khallaitaylor.wordpress.com/

B. Upcoming CTE workshops: Readability of Textbooks: Dr. Renee Wright and Julie Gilbert advised Senate of their upcoming CTE workshops on October 31 and November 7th from 12pm to 1pm in the CTE. The part two workshop that provides an overview of textbook readability levels and what they mean for student success in the classroom. The instructors are asked to bring their textbook(s) and investigate ways to make your course content assessable to all students.

The first workshop will consist of information regarding evaluating the readability of textbooks. Students will learn how to analyze the reading level of their textbook, using several online tools, determine what information should be pre-taught before you assign the reading material, and quickly locate supplemental materials to augment the textbook for struggling readers. The second workshop will encompass techniques that can be employed to help students understand how to use
C. New Curriculum Development Plan: The Academic Deans presented a presentation on the newest academic program offerings which have been selected to receive up to $5 million dollars towards Triton’s new degrees and certificate programs. The new curriculum development plan will focus on several factors:

- Strengthening programs of broad impact on the college community.
- Expanding niche programs that address underserved markets.
- Positioning new programs that showcase Triton as a leader in developing fields of study.

Dean of Health Careers, Dr. Hughes said Occupational Therapy is predicted to increase by 43% while Assistant Dean of Continuing Education, Colleen Mazzuca-Pesce mentioned that IT Infrastructure was looked at from various areas and it is closely tied with the technology aspects of gaming.

Associate Dean of Arts & Science Dr. Guzman stated that with our current situation where our enrollment is declining we want students to be able to say why they want to attend Triton “because they have the best (fill in the blank) program”. We need to position our programs with innovative curricula such as our Renewable Energy Program which would consist of Sustainability Education, Sustainable Urban Logistics, Biotechnology Laboratory Technician and Synthetic Biology Laboratory Technician. He also confirmed that we already have half of the degree programs.

Rebecca Fournier asked if the general education courses were transferable. Academic Deans confirmed that there are special sections that are not transferable so there are limits but it can be done and should be coordinated by the program coordinator. We have to organize it if we were going to do it. Khalilai Taylor inquired if our programs are comparable and in alignment with as well as transferable to a four year program similar to Dominican and Loyola Universities, etc.

Adrian Fisher stated that she likes that students are able start their four year programs with us and would be available to help with the Sustainable Programs. AVP Cheryl Antonich confirmed that this program alone will allow Triton to be ahead of its competition.

OLD BUSINESS

A. Preparing for the Higher Learning Commission Visit: Director of Planning & Accreditation, Pamela Perry said the Higher Learning Commission (HLC) visit has been finalized. The agenda is available for viewing on the Accreditation portal. You are encouraged to attend especially if you received an invite and have specific knowledge on a topic that will be discussed. The best way to prepare for the HLC is to use the index depending on a specific topic and to be sure to review it prior to the meeting. Take some time to think about Triton’s strengths and weaknesses but always use candor and be optimistic when speaking with the HLC. After the visit, the next steps would include pathways which Triton would be reporting to the HLC on a more regular basis as oppose to waiting
ANNOUNCEMENTS

Library Chairperson, Dr. Dubravka Juraga advised SALT that the library will be performing a massive consolidation and purging of their reserves, periodicals as well as microfiche to ensure that their content that they are retaining is accurate. This reorganizational effort will enable the library to be more in line with newer technology. The library has also reached out to faculty in order to make sure they have on hand the latest textbooks because there are many students waiting on financial aid and this would in turn help them with their studies.

ADJOURNMENT

Motion: Motion to accept which was seconded by Dr. Susan Campos and Liz Brindise. Dr. Flaherty adjourned the meeting at 4:05 P.M.

Respectfully submitted: Rosa Parker, Recording Secretary

Minutes Approved: Michael Flaherty, Senate Chairperson