Academic Assessment Committee  
April 7, 2010  2:00 pm  
CTE – E-210

MINUTES

**Attending Members:** Dan Domin, Maria Tereza Dyer, Tom Porebski, Susan Collins, Sue Rohde,  
Maxi Armas, Joan Libner, Panos Hadjimitsos, Will Edwards, Liz Bridise,  
Maureen Musker

A. March meeting minutes approved (Maria Tereza Dyer / Tom Porebski)

- Old business from the March minutes was reviewed.
  - The status report has been updated on the committee web page.
  - Maureen and Jose Delgado met to work on the committee web page.
  - Work continues on the Blackboard shell.
  - By the first Fall 2010 meeting, adjunct and student committee members should be in place.
  - Dan has maintained contact with program reps regarding the progress of Spring 2010 assessments, and provided guidance and assistance as needed.

B. Program Assessment

- Updates – Dan Domin
  - 32 programs (of 46 or so) have submitted Program Assessment Plans.
  - Six Spring 2010 Program Assessment reports (cycle completed) have been submitted.

- Member updates – Tereza Dyer and Tom Porebski shared their experiences collecting data and/or reporting results.

- Programs with “mature assessment processes”- We discussed the committee’s expectations for those programs who already produce assessment documentation for outside agencies. At this point we have accepted their documents as is and will continue to do so. However, we discussed the need to make sure this cyclical reporting includes some type of ongoing annual review by the programs.

- Reporting
  - The finalized version of the blank reporting form is up on the committee web page ([www.triton.edu/assessment](http://www.triton.edu/assessment)).
  - A Brown Bag for anyone who wants help with their Program Assessment will be held on April 14th from 2-3 in the CTE.
  - Instead of enforcing a deadline for completed Program Assessments (up to and including a report on the Spring 2010 assessment), the committee requests a status report from ALL PROGRAMS by 4/19/10. If the report is complete, it should be emailed to Dan Domin (ddomin2@triton.edu). If the assessment is a work in progress, program liaisons should email Dan to report where things stand as of 4/19. In this way, those whose timetables don’t jibe with an April 19 deadline can continue to work on the assessment in such a way to make it most meaningful for the program.
It is essential that the results not only be reported to the committee but are shared with colleagues in the program. This is part of the cycle.

C. Resources review
- Assessment Committee Web Page –
  - Maureen reported that she and Jose are working on enhancing the page as it exists in CubeIt. After discussion, it was decided that the page will potentially include:
    - Glossary of terms
    - Links to outside assessment resources
    - Additional Power Point assessment workshop presentations
    - Committee member contact information
  We will continue to revise the pages as suggestions come in from committee members and elsewhere.

D. Looking forward – Fall 2010 Agenda
We started a conversation about the focus of the committee moving forward into the next academic year. While a Program Assessment process has been established, we will work next year to maintain and expand participation.

The idea of helping programs establish assessment cycles that correspond to ICCB review was discussed. A model in which a program would annually assess a portion of its outcomes (1/5 for example if the program is on a five-year ICCB review cycle), such that all program outcomes would have been assessed and documented by the time the program is scheduled for review.

For Fall 2010, it was recommended that programs assess two outcomes. Some programs will make changes based on this year’s assessments. Those programs would re-assess this year’s outcome and add one additional.

We also discussed what our focus will be aside from Program Assessment. Course assessment and General Education assessment were discussed. Sue Rohde reported that Science is reviewing their course outlines and that may be a place to think about the assessment of Gen Ed outcomes. Maureen mentioned that the focus at the assessment conferences she has attended has been on broader rather than narrower assessments.

This will be an ongoing discussion, but at the May 2010 committee meeting, Triton’s Gen Ed outcomes and Core Values will be reviewed, with an eye toward creating a through-line from one level of assessment to the next.

E. Action Items
Maureen Musker will:
- Bring the Gen Ed outcomes and any related materials to the May meeting.
- Attend the HLC conference and report back to the committee.
- Finalize our adjunct and student members for Fall 2010.
• Continue to update the online status report.
• Facilitate the April 14th Brown Bag session.

Dan Domin will:
• Continue to contact programs regarding assessment progress and needs.

Jose Delgado will:
• Continue to update the committee’s Cubelt page.

Committee Members will:
• Contribute to program assessment efforts in their areas.
• Attend the April 14th Brown Bag if possible.

Next Meeting – May 5th, 2010 from 2-3 pm in the CTE.

Submitted by Maureen Musker.
Academic Support Committee
Meeting 3 Minutes

In attendance: Larry Manno, Pat Prentis, Amanda Turner, Lucy Smith, Bill Decker, Quincy Martin, Elvis Ortega, Dubvraka Juraga

The meeting began at 2 PM.

- The focus of this meeting was compiling a sheet of academic resources available for the summer semester. This sheet will be distributed to all faculty during the week of April 12.
- The textbook rental committee, a subcommittee created by the Academic Support Committee, has been working to create a textbook rental program at Triton College. The work performed by this committee has been a huge success, and a program will be put in place for the Fall semester. An informational session will be held next Tuesday, April 20 at 2 PM in room G-118 to discuss the details of the textbook rental program. Questions and concerns will be addressed at this meeting.
- The textbook rental committee will be meeting this Thursday, April 15 at 1 PM in room F-210. The committee will be meeting to prepare for the informational session on April 20.
- The Academic Support Committee will be sponsoring an information session at the beginning of the Fall 2010 semester. During this information session, we will encourage faculty members to share and discuss useful tools (such as orientation material, techniques for student retention, etc) that they are currently using for their on-line courses. This was a recommendation that came out of a recent college hour.

The meeting ended at 2:30 PM.
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:39 p.m.


Members absent: (voting) E. O’Connell, J. Wager, L. Dodt and M. R. Moore

Resource Members present: (non-voting) P. Hadjimitsos, D. Baness-King, P. Jensen, J. Grigalunas, N. De Mayo, V. Howard and C. Allcorn

Resource Members absent: (non-voting) D. Domin and Sujith Zachariah

Agendee(s): K. Anderson, S. Collins, A. Baldin,

Visitor(s): J. Paver and C. Antonich

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes March 4, 2010, passed unanimously by voice vote.

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Course/Curr Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
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<tbody>
<tr>
<td>No.</td>
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<tr>
<td>10-3</td>
<td>C248A Architecture</td>
<td>rev curr</td>
<td>X pulled</td>
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<tr>
<td>10-4</td>
<td>C248P Interior Design</td>
<td>rev curr</td>
<td>X pulled</td>
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<tr>
<td>10-5</td>
<td>C248W Kitchen and Bath Design</td>
<td>rev curr</td>
<td>X pulled</td>
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<td>10-6</td>
<td>C248X Building Information Model</td>
<td>rev curr</td>
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<tr>
<td>10-7</td>
<td>ARC 189 Architectural CADD</td>
<td>rev crs</td>
<td>X pulled</td>
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<td>10-8</td>
<td>ARC 210 Intro to the Hist of Architect</td>
<td>rev crs</td>
<td>X pulled</td>
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<tr>
<td>10-9</td>
<td>ARC 260 Adv Arch CADD &amp; Render</td>
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<tr>
<td>10-10</td>
<td>ARC 261 Building Information Model</td>
<td>rev crs</td>
<td>X pulled</td>
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<tr>
<td>10-11</td>
<td>ARC 262 BIM Production</td>
<td>rev crs</td>
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A. Baldin pulled item numbers 10-3 through 10-12, as many changes were necessary. Some of the above submissions have been revised and re-submitted later on this agenda.

**NEW BUSINESS**

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<th>Item</th>
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<tr>
<td>10-14</td>
<td>U213S AAT/Secondary Sci Deg</td>
<td>rev curr</td>
<td>X</td>
<td>tabled</td>
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<tr>
<td>10-15</td>
<td>U230A27 Mathematics Degree</td>
<td>rev curr</td>
<td>X</td>
<td>tabled</td>
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K. Anderson tabled item numbers 10-14 and 10-15 due to non-representation.

10-16 Orderly Withdrawal Memo-Baldin delete curr X approved

A. Baldin included in the memo all programs that are up for Orderly Withdrawal due to fiscal constraints. K. Anderson noted that discussion will occur later regarding the withdrawal of these programs, as the current students will need to complete their coursework. A. Baldin added that this is the first step needed to prohibit new students from entering into these programs in Fall 2010. C. Antonich added for clarification that these programs even though are now being inactivated will be withdrawn. K. Anderson stated that there will be a Study Committee appointed. C. Antonich added that the Orderly Withdrawal process as stated in the contract will be followed. Courses will be offered for student to complete their program of study. A. Baldin added that the memo states these programs are up for withdrawal, which is following the Orderly Withdrawal process. A. Latham added that this timeline is an exception and the Study Committee needs to submit a Majority (and Minority) Report by email, as these programs are to be presented at the April 13th Academic Senate. T. Porebski inquired if we need to go through the Orderly Withdrawal process. K. Anderson replied that we do as the process stated previously. E. Bell added that the process has been expedited in the past and he did not see a problem with the shortened timeline. K. Anderson stated that there will be one Study Committee for career programs and one Study Committee for the health careers programs. Three curriculum representatives for MKT, INT and ACR are J.B. Halpin, C. Nicholson and E. Bell, M. Sudduth for counselor representation. C. Antonich will inquire with S. Maratto regarding the curriculum process that needs to occur.

10-17 Orderly Withdrawal Memo-Collins delete curr X approved

S. Collins included in the memo all programs that are up for Orderly Withdrawal due to fiscal constraints. K. Anderson noted that there is one program on this memo that was not on the original memo previously submitted, C517F, Polysomnography Technology and was not discussed at Academic Senate. S. Collins stated that all the Respiratory Care programs are up for Orderly Withdrawal. K. Anderson stated that the Polysomnography program is a stand-alone program, whereas those courses only pertain to that certificate. K. Anderson noted that the Polysomnography program and Respiratory Care program have totally different courses and the Polysomnography program requires no equipment. A. Latham added that the Polysomnography
program has not had any students enrolled in three years. K. Anderson stated that the CCC representatives for the health careers programs are S. Collins, K. Anderson, W. Justiz (will be informed), T. Porebski, M. Sudduth as counselor representative and M. Enich (CCC). A representative from the Business Office will also need to attend. A. Latham stated that she will mention this to S. Sullivan, but cannot promise he will represent as there has been much prior discussion. S. Collins stated that the Medical Assisting program was removed, as this program is only being inactivated, not going through the Orderly Withdrawal process.

10-18 C247A Air Condit & Refrig Degree inactive curr X approved
10-19 C247H Stationary Engr Degree inactive curr X approved
10-20 C347A Air Condit & Refrig Certificate inactive curr X approved
10-21 C347E Stationary Engr Certificate inactive curr X approved

E. Bell questioned if the inactivation of these programs is needed, as action usually occurs after the Study Committee has given their recommendation. C. Antonich replied that these programs are not coming back to curriculum for discussion. A. Latham added that there is no option, even after a Study Committee meeting has occurred. These items up for Orderly Withdrawal will be sent to the April 13th Academic Senate. The President then will make the final recommendation to the Board of Trustees. J. B. Halpin inquired in the past, if programs have been approved for withdrawal prior to receiving the Study Committee’s recommendation. E. Bell stated that the intent to withdraw a program comes from the administration and inactivation is the first step to withdraw a program up for Orderly Withdrawal. There can be two processes going on at the same time. We need to meet the Academic Senate and the Board of Trustees’ deadlines. K. Anderson stated that the memo from S. Collins states that the programs will be inactivated prior to withdrawal and the memo should not include inactivation process. S. Collins will submit a revised memo removing the inactivation of programs for the April 15th meeting. The College does have the option to inactivate the programs as an added step to the Orderly Withdrawal process, to accommodate the withdrawal of the programs for fiscal reasons. M. Sudduth questioned if we are setting precedence in doing that. E. Bell replied this process needs to occur to meet the Board of Trustees’ deadline. A. Latham added that if the process is not complete by the Board deadline would be a problem as the process needs to happen. C. Allcorn questioned if all of the courses are withdrawn along with the programs. E. Bell replied that they are. A. Baldin questioned why the confusion on the process, because when welding was up for Orderly Withdrawal, the program was inactivated at the same time so that no new students can enter, then the second part of the process is the withdrawal of the program, when those students have completed their coursework. C. Antonich stated they were charged with bringing the programs for withdrawal to the Board meeting in April by the President and this process must be completed in a short timeframe. S. Maratto stated that the additional step to inactivate a program is necessary as there were always outstanding courses not attached to any program previously for program withdrawal. The Study Committee needs to make their recommendations to the Committee by email prior to the April 13th Academic Senate. M. Sudduth questioned if the administration will present to the Board in April for the withdrawal of these programs and asked how we inactivate once the program has been withdrawn. A. Latham replied that the inactivation of programs prior to the withdrawal is an internal process, whereas on the State level the program is inactivated, while our intent in the long-run is withdrawal. A. Baldin stated that each Study Committee needs to vote by email to ensure we make the April 13th Academic Senate. M. Sudduth questioned if voting is a mute point. A. Latham stated that these programs are being withdrawn for fiscal constraints, while there also is the contract to follow. Theoretically it is a mute point, but we must also adhere to the contract. C. Antonich stated that this process in this short of time is doable, as this has been accomplished before. The items to be inactivated will be voted on today. C. Antonich stated that the intent is to follow the process as close as we can. E. Bell stated that most of the programs have been brought forth by the administration. Coordinators and chairpersons in other areas that are affected by these changes, i.e. RHT, SPE, MAT, CIS,
etc. should be informed. K. Anderson stated that every program inactivation will affect other areas, mainly arts and sciences, which will affect the general education course requirements that are included in the programs being withdrawn. Notification can be sent via email by the coordinators/chairpersons or person initiating to those persons whose areas are affected, the same process when any change comes through curriculum. A. Baldin questioned why can’t the email come from the chairperson of the Study Committee instead of the deans. J. B. Halpin questioned why the email can’t be sent by A. Latham. A. Latham replied that this is an unusual circumstance which requires quick immediate action. C. Antonich added that it is not the responsibility of the College Curriculum Committee to inform other areas, but the chairs and coordinators as a professional courtesy. A. Baldin stated that no communication previously went out to the chairpersons/coordinators to whose programs would be affected during the Orderly Withdrawal process. S. Collins added that when the Basic Addiction Counseling program, which was inactivated, no notification was sent to other affected area coordinators/chairpersons. A. Baldin added that notification is needed if a program is adding or removing a course, or if the credit hour changes. A. Latham added that everyone should now be aware, as much discussion has already occurred. M. Sudduth asked if notification is not required. K. Anderson replied that we never had this volume of inactivated programs and the general education requirement that will no longer be needed included in these programs will affect the Arts and Sciences area. E. Bell added for clarification that if a course is added, deleted or revised (credits) that the chairperson/coordinator of other affected programs still need to be notified. K. Anderson concurred with E. Bell.

Motion to approve item numbers 10-18 through 10-21, passed unanimously by voice vote.

10-22 C246D Construction Mngmnt Degree inactive curr X approved
10-23 C446D Construction Mngmnt Certificate inactive curr X approved
10-24 C446F Surveying Certificate inactive curr X approved

J. B. Halpin represented J. Dusek. A. Baldin noted for clarification that these programs are being inactivated to prevent new students from entering and will not be withdrawn, as both the construction and architecture areas will be re-assessed.

Motion to approve item numbers 10-22 through 10-24, passed unanimously by voice vote.

10-25 C206G Marketing Management Degree inactive curr X approved
10-26 C208E Marketing/Sales Degree inactive curr X approved
10-27 C306G Fashion/Retail Certificate inactive curr X approved
10-28 C306I Sport Marketing Certificate inactive curr X approved
10-29 U224A19 Marketing Management Deg inactive curr X approved
10-30 U230A19 Marketing Management Deg inactive curr X approved

W. Griffin represented the above items for A. Jajko and stated that the above items have been inactivated as the first step for Orderly Withdrawal process. Some of the marketing courses will be changed to business courses and incorporated into the business programs.

Motion to approve item numbers 10-25 through 10-30, passed unanimously by voice vote, with one nay vote.

10-31 C248P Interior Design Degree inactive curr X approved
10-33 C348T Interior Design Certificate inactive curr X approved
A. Baldin noted that C248W, Kitchen and Bath Degree is only being inactivated and not up for Orderly Withdrawal. J. B. Halpin noted that C248P and C348T are up for Orderly Withdrawal and two INT courses will changed to architecture (ARC) courses and move to the Kitchen and Bath Degree, which is not up for Orderly Withdrawal. The Kitchen and Bath Degree may be moved under architecture department. The focus now is to accommodate the INT students to complete their course of study. A. Baldin stated that the Kitchen and Bath accreditation team will be coming to review the degree. J. B. Halpin added that it is not known what is going to happen with accreditation, as there wish is to have the program approved for accreditation, which will enable the graduates to obtain certification. A. Baldin suggested voting separately for C248W, Kitchen and Bath Degree, since it is not being withdrawn.

Motion to approve item numbers 10-31 and 10-33, passed unanimously by voice vote.

10-32  C248W Kitchen and Bath Degree inactive curr X approved

(see dialogue for 10-31 and 10-32)

Motion to approve item number 10-32, passed unanimously by voice vote.

10-34  C208A Financial Services Degree inactive curr X approved

W. Griffin requested that the Financial Services Degree be inactivated to prohibit new students from entering into the program, as assessment of the program needs to occur. Some of the courses will be integrated into business. A. Baldin added that less than four students have completed this program and courses have not been offered for students to complete. This program is not part of Orderly Withdrawal, only being inactivated for assessment purposes.

Motion to approve item number 10-34, passed unanimously by voice vote.

10-35  C217D Respiratory Care Degree inactive curr X approved

10-36  C517F Polysomnography Certificate inactive curr X approved

T. Porebski inquired what Polysomnography is. K. Anderson replied that it is an advanced certificate that covers sleep studies. Generally it requires two years of experience, which is shortened by taking this certificate.

Motion to approve item numbers 10-35 and 10-36, passed unanimously by voice vote, with one nay vote.

10-37  C251B Leadership for Paramedics Deg inactive curr X approved

S. Collins represented item number 10-37 for W. Justiz. This program has not had a new student since 1999. EMS 131 will not be deleted as it is attached to other active programs.

Motion to approve item number 10-37, passed unanimously by voice vote, with one nay vote.

10-38  C318A Medical Assisting Certificate inactive curr X approved

S. Collins stated that the program will be inactivated for one year. E. Bell questioned what do you hope to gain by inactivating for one year. A. Latham replied that they need to look at the logistics and it may be inactive for as long as two years. We will need to assess at that point.

Motion to approve item number 10-38, passed unanimously by voice vote.

10-39  Course Outline Form (revised) other X approved

K. Anderson stated that the course outline has been revised to include the IAI code, as suggested by the ICCB. A hint for ‘Learning Goals’ and directions were added noting how to mark the ‘Evaluation Methods’. A major clarification on the last page pertaining to ‘outside work expected by the students’ per the ICCB, which is ‘two hours of outside study for every one hour of lecture
and one hour of outside study for every hour of lab'. The course outline form is voted on by the Committee with every change that is made to it.

Motion to approve item number 10-39, passed unanimously by voice vote.

INNOVATIVE IDEAS: ----- 

OTHER:

A) AA/AS Applicable Courses (update) – K. Anderson
K. Anderson inquired on the progress of the ad-hoc committee formed to review the AA/AS Applicable Course listing in the College Catalog. M. Sudduth stated that there is no report as they have not yet met.

B) Sample Syllabi – K. Anderson
K. Anderson noted that a sample syllabus was discussed at the March 4th meeting. An example of a course outline from Black Hawk College was looked at for comparison. This pertains more to arts and science courses than career courses, as this is a relatively new requirement by the ICCB for IAI panel review. Some departments have a standardized syllabus and some do not. K. Anderson asked if anyone has any suggestions since the last meeting. Triton College has two separate Board policies, one for ‘Course Outline’ and one for ‘Course Syllabus’, which would also need to be revised. M. Flaherty questioned if everyone has to use the standardized syllabus. K. Anderson replied that they would request the person who is revising to use the standardized syllabus. K. Anderson replied that they would request the person who is revising to use the standardized syllabus. Not all departments have same format. T. Porebski asked if we would eliminate the course outline. K. Anderson replied that many colleges use a syllabus, not an outline; therefore the syllabus would have to be more standardized. S. Misasi Maratto added that the IAI and the four-year schools are now requesting both the course syllabus and course outline for IAI approval and for course transfer evaluation. C. Allcorn added that S. Maratto has asked for the course syllabus for an IAI evaluation. T. Porebski is in full agreement to have a standardized template. J. B. Halpin stated that their department had a standardized template, but the faculty still had some lead way. The adjuncts could also benefit by having a standardized syllabus. C. Allcorn noted that not all adjuncts utilize email and hard copies would also need to be available. T. Porebski noted that faculty is supposed to submit their course syllabus prior to each semester. C. Antonich added that each department could do a standard form and adjuncts would need to follow. C. Allcorn concurred with C. Antonich. J. Frye added that there is more of a challenge than people sense, in that each department generates a detailed syllabus that is approved by the department. His concern is what guarantee is there that is the same syllabus that is sent to the State. There could be an issue if a student becomes aware that the syllabus is different from what occurred in class. A. Baldin stated that we send both the course outline and syllabus and asked if Black Hawk College merged the course outline and syllabus. S. Maratto replied that Black Hawk College includes the information found on our course outline and syllabus in one document. M. Flaherty suggested we list more general information and not get too specific. M. Flaherty concurred with J. Frye on being careful with what we send to the State. A. Baldin added that when courses are under review they do look at the detail. J. B. Halpin stated that standardizing is what we’re talking about. J. Frye does not disagree with standardizing the course syllabus, but that there is justification on what is done. R. Connor concurred with J. Frye that caution is required. K. Anderson asked the Committee their thoughts on how to proceed. C. Allcorn responded that the person who designs the course writes the syllabus. T. Porebski stated that the syllabus is much different for online courses. M. Flaherty added that the syllabus for his honors fiction course looks different than the traditional offering. J. Frye stated that other than having the individual that designs the courses write the syllabi, that other full-time faculty be consulted and agree on an appropriate syllabus for the course that would be the model and one that would be sent to the State. This would not have to occur until a course is being revised. A. Baldin added that D. Domin does a
great presentation on course syllabus and asked why a college-wide template can’t be used, which the fill in information could then be individually customized. J. Frye added that the ICCB requests to see the reading assignments. A. Baldin stated that the faculty would provide their own information. C. Allcorn stated that a specific style would not work for history courses. A. Baldin stated that the student should experience the same content in any section of a course. M. Enich questioned if adjuncts that teach history or English have a syllabus to follow. T. Porebski replied that adjuncts are given a sample syllabus and they complete their own. J. Frye reiterated that we have to get the faculty to agree with a syllabus, which is one that is sent to the State. M. Enich added that the nursing syllabi are very specific and other areas can be tough situations. C. Allcorn added that the students were very angry and upset last semester because they were taught a different type of natural History. C. Antonich asked S. Maratto to inquire with the ICCB as to what the syllabus is used for, as this would be helpful to know what the ICCB’s intent is. K. Anderson stated that we will add the ICCB in next month and any suggestions to Board policies as well.

K. Anderson stated that this was a great discussion and noted that today is J. Frye’s last CCC meeting. She added that everyone is sorry to see him leaving again and thanked him for his service. J. Paver was congratulated as he will be taking over the Dean of Arts and Sciences position.

**Adjournment:** K. Anderson adjourned the meeting at 3:55 p.m.

**Submitted by:**

[Signature]

K. Anderson, Chairperson

Susan Misasi Maratto

Recording Secretary
I. Call to Order
Meeting carried out by P. Bhasin (Chair) via conference calls in light of absences preventing a quorum

II. Old Business

A. Website news: The new College website redesign project is underway. The project is currently in the design phase. The next phase will be building the approved design into the CMS400 (CubeIt's replacement) functional tool. It is important to note that while there will be great www site improvements in the areas of ease of use and maintenance, the departmental pages themselves will not be rebuilt. The same paradigm of online web requests for web projects still will be in place, with departments appointing administrators to update content. This Summer is a good opportunity for department Chairs/Coordinators to solicit faculty/program updates to refresh the content of their web sites. Visit triton.edu/music for examples of what is possible.

III. Highlights of Subcommittee Activity 09-10

A. In order to address Master Plan Goals 4 and 5 and project Z: “Identify and implement marketing strategies that will complement the strategic enrollment plan based on data supporting the needs of our district and the demographics served.”, the Marketing Committee crafted a “High School Recruitment Checklist” - a guide for faculty who are interested in recruiting for their programs. This checklist should be available now on the Senate intranet site. The checklist outlines a plan of recruitment action, complete with support from the Marketing, Admissions, Information Systems, and College Relations departments. All three departments have been very helpful in the design of this checklist. Any questions related to the checklist can be directed to Paul Bhasin (pbhasin@triton.edu; Ext. 3597)

B. Our next meeting will be this Friday, April 16 at 1pm in J236. Please email Paul if you have any comments, concerns, or questions related to Marketing matters so that they may be added to the agenda.
IV. Adjournment
Attendees: Juhelia Thompson (Chair), Mary Casey-Incardone (Co-Chair), Sandra Berryhill, Rob Connor, Renee Wright, James Gray, Patricia Knol, Alpha McMath, Larry McGhee, Mary Rita Moore

I. Topics for Discussion (New Business)

1. Christine Dewey presented information to the committee regarding the Achieving the Dream initiative to rank our goals.

2. Updated the committee about the financial restraint with the SafeZone Training and it is being postponed at this time. We are visiting the idea of having a Counselor present this session on our campus.

3. Discussion regarding the Student Portal was held. The Title III funding is no longer available to provide an Academic Planning component within the Student Portal, but Counselors stated that the Careercruising website contains functions that serve in a similar capacity to assist students.

4. We continued the discussion with Sandra Berryhill; the Coordinator of COL courses the possibility of incorporating an Educational Planning Session as apart of the COL courses. This session will be approximately 15-20 minutes and will be conducted by a Counselor. Sandra advised the committee to develop a list of the intended topics and subject matter to be covered in the session and we will continue to explore this idea further at the next meeting. Mary Rita suggested that we attach an assignment to the presentation to engage students. The committee formed a Sub-committee to explore this idea further which consists of Juhelia Thompson, Mary Casey-Incardone, Sandra Berryhill, Jose Delgado, Larry McGhee, and Emily Reabe.

II. Absent- Aaron Saunder, Amanda Turner, Emily Reabe, Irma Gonzalez, Jamie Brisco-Ricks, Jose Delgado, Quincy Martin, Gabriel Murphy, Kathy Cunningham, Kathy Deresinski, Renee Wright, Aaron Saunder (Student Trustee)

III. Next Meeting Monday April 12, 2010 2-3pm B209
Minutes: Professional Development Committee Summary for the Academic Senate
Meeting: March 23rd, 2010 2:00pm
Attendees: Mary Bielski, Liz Brindise, Dan Domin, Gabriel Guzman, Pat Knol, Peggy Murnigham, Preet Saluja, Lucy Smith, Renee Wright

1. Recognition efforts were discussed – **Reminder: Faculty Recognition Event hosted by the President’s Office April 14th 3-5pm B-204;** will include Outstanding Faculty Award winner Terri Fencl, as well as newly tenured faculty. A miscommunication with regards to the Outstanding Adjunct Faculty Award process resulted in a lack of sufficient time to nominate and select candidates. Due to this fact, 2 candidates will be chosen in the 2010-2011 academic year.

2. Discussion began for the Fall Faculty Workshop. Achieving the Dream strategies should be well defined and underway, so there is an assumption that part of the workshop will be dedicated to ATD initiatives. Discussion with the VP Academic Affairs & VP Student Services should give us a better idea for the planning process.

3. Reorganization and reallocation of college resources as it relates to committee work and projects was discussed.

4. A request was made for our subcommittee’s ‘description of responsibilities’ – changes that need to be made (committee members to add w/ job titles pertinent to committee’s role, etc.), and exploration of committee functions as they relate to the current environment would be helpful. Additionally, with the coming change in Senate leadership, it may be a good vehicle for communication for transition with the new Senate president.

5. Conversation continued regarding CTE activities and space utilization, and support of functions by the committee members for CTE events.
QUALITY OF LIFE COMMITTEE
Meeting Minutes from April 1, 2010, 2:30 p.m.

Attendees: Jackie Mullany, Jennifer Smith

Parking Lot: As indicated in the last meeting, the B-lot gates are now open 24 hours per day. Those who paid the $5.00 for a parking pass should contact the Police Department for reimbursement.

Athletic Recreation Building: There has been faculty complaints concerning language and behavior in the Athletic Lounge located in the R building. Per the complaints, behavior arising from the lounge has become disruptive at times. Both members in attendance teach classes in the R building and have witnessed said behavior. This item was tabled for the next committee meeting.

Shade Project Update: As per the last meeting, the campus wide shade project was approved by Finance in March and was to be put forth for Board approval on March 16. Pursuant to John Lambrecht, the Board approved the contract and shades are currently being manufactured. Every location that has a window will have blinds. Every classroom with a window will have black-out shades. It is estimated that the project will be completed by July 2010.

Next Meeting: May 6, 2010 at 2:30 p.m. in E209.