Assessment Committee Meeting
February 4, 2009

Attendee members: Dan Domin, Mary Casey-Incardone, Maria Tereza Dyer, Renee Wright, Mary Ann Olson, Tom Porebski, Kristine Anderson, Leslie Roberts, Cheryl Antonich Maureen Musker, Adrienne Reaves

Location: E148

Starting time: 2:00
Ending time: 3:00

A. Approval of Minutes-December 3, 2009 meeting
- Minutes were approved by Tom Porebski and seconded by Mary Ann Olson.
- Later a revision was cited to the room (PDC) and the attendee list to include Leslie Roberts. Maureen Musker to revise and resend to Senate for the record.

B. Program Goals Update
- Viewed the revised status report electronically
- Report that since the Faculty Workshop and phone follow-up, twenty-six more sets of program goals were received for a total of thirty. There are some still pending per follow up. Chair will follow up with those departments/programs.
- Of the thirty or so sets received, Dan has provided feedback to all. Revised final versions are being received by Maureen. She will keep them in an electronic folder and update the status report. Dan will have a copy as well for his records. The deadline for final versions remains 2/28/09. Maureen will send an email to chair/coordinators/ liaisons to thank them for their efforts thus far, remind them of the deadline, and offer the committee’s support if additional help is needed.

C. Timeline review/Upcoming Events
- February 13, 2009—Joliet Junior College Assessment Fair—Some committee members will attend and report back at our next meeting.
- February 18, 2009 Brown Bag (open to all faculty/staff)—Out of a discussion about distinguishing program goals from program outcomes, it was decided that the February Brown Bag meeting would involve the following:
  - Using the English Department goals and Maureen, Renee and TBA English faculty as resources, Dan will demo developing Program Outcomes and Course Mapping.
  - Committee members will be encouraged to attend as a form of training and a way to see the overall process in action. This is what we want programs to accomplish by the end of the semester.
  - Committee members will then make themselves available to their own programs/departments to facilitate the process of writing program outcomes by the end of March.
• February 28, 2009—All finalized Program/Department goals due to Assessment Committee.
• March 4, 2009 – Next committee meeting where we will strategize for Assessment Week and program outcomes push.
• March 18, 2009—Brown Bag to offer help to any programs working on outcomes.
• March 31, 2009—Program outcomes due to Dan for feedback.
• April 13, 2009-April 17, 2009—Assessment Week
  o Deadline for finalized program outcomes
  o Brown Bag—mapping help? CAT sharing?
  o Potential—Joan Libner and Diana Rosenbrock presentation
  o Mapping Workshop—reprise of Taiebeh’s presentation with hands-on element in conjunction with Dan?
• April 19-20, 2009—HLC Conference – to be attended by some committee members
• April 30, 2009—Mapping Deadline
• May 6, 2009—Final Assessment Committee meeting for the year—
  o 2009-2010 agenda
  o HLC follow up report

• Adjunct Workshops—We also discussed but did not yet schedule at least one Adjunct Faculty Assessment Workshop to be conducted in conjunction with the PDC. It would be designed to give P/T instructors an overview of the assessment cycle, how it may affect them, and how they can participate.
• Funding—Cheryl Antonich announced that she has some monies available, assuming certain prerequisites are met, to help fund assessment events.

D. Publicizing Assessment Events
• Assessment Web Page – Discussed some additions, including presentations, sample from Feb. Brown Bag, tutorials, and timeline
• Plasma screens
• Email reminders
• Announcements at Chair/Coordinator meetings
• Blackboard shell to deposit submissions

E. Action Items
Maureen Musker will:
• Revise December minutes and resend to Senate.
• Email the committee regarding participation in February Brown Bag.
• Seek a committee volunteer to get event info on plasma screens.
• Update the status report as finalized Program Goals are received.
• Continue follow up with programs whose goals are pending.
• Work with Dan Domin to prepare for February Brown Bag in terms of creating new submission forms and mapping documents as needed.
• Send an email regarding program goals to chairs/coordinators/ liaisons to thank them for their efforts thus far, remind them of the deadline for final versions, and offer the committee’s support if additional help is needed.
• Investigate any funding options for Assessment Week activities.
• Work with Jonathan Paver and Dan Domin to create and schedule Adjunct Assessment Workshop.
• Check on potential presenter availability during Assessment Week.
• Revise the current excel timeline to reflect these proposed activities.
• Work with Sue Rohde to upload more elements onto the web page.

Dan Domin will:
• Prepare to facilitate the February Brown Bag.
• Meet with Maureen and other interested parties to discuss possible Assessment Week activities and scheduling.
• Continue providing feedback as program goals drafts are submitted.
• Continue to be available for additional help in writing goals as requested.

Renee Wright will:
• Solicit an instructor of non-developmental ENG/RHT courses to participate in February Brown Bag.
• Participate in the February Brown Bag demo.
• Create a Blackboard shell for Assessment submissions (with Maureen).

F. Next meeting will be March 3\textsuperscript{rd} at 2:00 in E-141.

Submitted by Maureen Musker.
Academic Support Committee
Meeting Minutes
Monday, February 2, 2009

In attendance: Larry Manno, Bruce Olson (special guest), Pat Prentis, Bill Decker, Lizette Rivera, Rebecca Fourier, Elvis Ortega, Jamie Brisco, Amanda Turner, Pat Hussey, Debbie Bannes-King, Brenda Jones-Watkins

The meeting began at 2 PM in room D-313. Bruce Olson addressed data on withdrawal rates for on-line courses versus on-campus courses, which was provided at the last meeting. The committee had a chance to ask Bruce questions regarding this. We then continued our discussion about having some sort of mandatory orientation for on-line students, whether it be on campus or on-line via the course chatroom. We discussed whether the current optional orientation used by Blackboard could become mandatory, and we were informed that since these courses are faculty driven, it had to be a faculty decision as to whether or not to introduce a mandatory orientation. The idea to hold a college hour on this topic was then proposed. Larry has already contacted Jonathan Paver to request a college hour on this topic.

Amanda Turner then gave the committee an update on the Developmental Ed Taskforce.

We then continued our discussion about the possibility of creating and sending out a student survey of our support services. The committee agreed to hold off on this, at least for now, because of the upcoming surveys that will be issued to students this semester.

We also discussed the possibility of having a college hour to provide information about new achievements in the Academic Success Center. This college hour would give faculty an opportunity to learn more about the Academic Success Center and the new things happening there. Larry has already contacted Jonathan Paver to request a college hour about this topic.

The meeting ended at 2:50 PM.
Professional Development Committee
Minutes: February 6th, 2009

Attendees: Preet Saluja, Lucy Smith, Mary Jeans, Gabe Guzman, Dan Domin, Liz Perez

1. Committee Membership: It was noted that 2 members of the committee will retire at the end of the semester; suggestions for potential new members were discussed.

2. Outstanding Faculty Award subcommittee: Shelley Tiwari requested the assistance of 2 additional faculty members to participate in the review of nominees' submitted packets, and the selection of Outstanding Faculty recipients.

3. CIEE Program (International Faculty Development Seminars): An exceptional program for international travel, designed to enhance classroom content, cultural awareness and collegial sharing of experiences abroad was brought forward to the committee. It was suggested that it could be requested that the Office of the Vice President of Academic Affairs sponsor one trip/year, with a structured application process. The request will be forwarded.

4. Center for Teaching Excellence (CTE): In December, a Draft Proposal for the CTE was authored by Dan Domin, based upon extensive discussion and research by the committee. The Draft was discussed in more detail, and clarification of details of the proposal was made. Methods of providing college members with the Mission of the Center, and delineation of services provided, were outlined. Further review of the proposal by President Granados, and Vice President of Academic Affairs Angela Latham, is pending.

5. Recognition Awards: Two additional recognition awards were suggested by committee members Lucy Smith and Preet Saluja: an Assessment Award, and Outstanding Long term Service to the College Award
Quality of Life Committee
Meeting Minutes from February 5, 2009, 2:00pm

Attendees: Christina Brophy, Bill Decker, John Lambrecht, Jacky Mullany, Jennifer Smith

Review and acceptance of December’s meeting minutes

Maintenance Requests
The maintenance department hopes to have an online work order system up and running by 2010. In the meantime if you discover specific problems that require the attention of maintenance please email aleach4@triton.edu If the request is not fulfilled in a timely manner, please email John Lambrecht directly at jlambrec@triton.edu (While you can also leave a voicemail message for Andrea Leach at x3210, you are more likely to get a timely response if you email.)

Way-Finding
While most buildings have new signage in place, in many cases this has involved stickers being affixed over old building letters. One problem with this strategy is that the Braille has not been updated. John Lambrecht informed members that he is working on developing a time line to update the Braille.

Shades and blinds, a status update
The new test shades are better but…many still allow for substantial glare (example F-315). The refurbished blinds are not great but are an improvement. John Lambrecht reported that newer shades will provide 100% light filtering and will eliminate the glare issues. The new shades will be in place in all electronic classrooms in March. Also, any new electronic classrooms will be equipped with the newer shades.

Decrepit Teacher’s Desks/ Podiums in Classrooms
This continues to be an issue. John Lambrecht reported that he is working to include new teacher’s desks/podiums in the Master Plan for 2010. While this is helpful, the situation is urgent and needs to be resolved in a more timely manner.

Google Earth
Bill Decker happily reported the installation of Google Earth on his classroom computers. Members praised the efforts of Richard Rodriguez in his lightning fast response to a faculty member’s request for new (and free) technological aid.

Problems in E-303
The ceiling mounted projector faces east wall, unfortunately this makes the screen impossible for ½ the students to see. Remote connected to podium faces south but the censor on the ceiling projector faces east thus they cannot communicate with each other. It appears that the problem was not that those installing the machinery were unaware of these inconsistencies but that they misunderstood faculty requests for greater flexibility in the use of classroom technology. Instructors wish for flexibility, for
example they would like to be able to use the projector but also to use a white or chalk board within the same class. Faculty requested the ability to have projectors on a swivel so that if students asked questions during a PowerPoint or Video presentation, instructors would be able to use a centrally positioned board. Unfortunately this request for greater flexibility was interpreted as the desire to have projectors face a side wall (to the exclusion of other walls).

Richard Rodriguez informed Christina Brophy that if all of the instructors presently using E-303 are able to agree that they would like the projector to face the front of the room, this change can be managed in the immediate future. To that end, please forward the email addresses and names of the instructors that teach the following courses in E-303 to cbrophy@triton.edu as soon as possible so that this problem can be resolved:

- ECE 110-001
- RHT 095-002
- RHT 102-016
- PSC 150-009
- SOC 100-014
- PHL 103-001
- MAT 085-011
- MAT 099-003
- MAT 134-002
- MyMath Lab

One other issue with E-303: faculty have yet to be trained to use the new overhead on the instructor’s podium. M. Musker requested individual training and time was set up within a week to train her. However, an overall institutional plan is needed.

Other mechanical/installation issues with electronic classrooms and a proposal

Frequently exit lights compete with overhead projectors or rooms with projectors are not equipped with lighting that can be appropriately adjusted (ideally, one should be able to turn off the lights at the front of the room and leave the lights on at the back of the room—this allows students to see both the screen and their notes and discourages sleeping).

Proposal: What if we had an Installation Czar—a person who coordinated installation with maintenance, IT and AV who understood the needs and wishes of instructors and tried out all of the equipment before students arrived in rooms?

Looking forward electronic classrooms

Bill Decker remarked along with Jennifer Smith and others that we need more electronic classrooms and equipment and longed for the day that Triton will have curb to curb wireless internet access. John Lambrecht noted that Terence Felton is working on a future plan for just that.

Snow Removal

Members commented that snow removal has been quite good, kudos to Lambrecht and the Maintenance Department.
Recruiting a committee member from the Police Department
  John Lambrecht volunteered to recruit one of the new police officers to join our committee.

Substitute committee chair and minutes recorder
  Jacky Mullany volunteered to take minutes and chair the April 2nd meeting
  John Lambrecht volunteered to take minutes and chair the May 7th meeting.

Adjournment at 3:00pm

March Meeting
  The next meeting is scheduled for Thursday, March 5th at 1:30pm in E-209.