Assessment Committee Meeting

December 3, 2008

Attendee members: Dan Domin, Annette Jajko, Mary Casey-Incardone, Maria Tereza Dyer, Renee Baxter, Joan Libner, Ellen O’Connell, Mary Ann Olson, Maureen Musker

Attendee Guest: Elizabeth Brindise-Perez

Location: E135

Starting time: 2:00

Ending time: 3:00

A. Approval of Minutes-November 5, 2008 meeting
   • Minutes were approved by Tereza Dyer and seconded by Renee Baxter.

B. Review of 11/19 Brown Bag—Not well-attended but very well done by Joan Libner and Diana Rosenbrock. They have offered to redo it, and we’d like to have them present it again in the spring.

B. Review of Assessment Workshop
   • The meeting consisted of us reviewing Dan Domin’s Assessment Power Point for potential Spring 09 delivery. Our suggestions included:
     o Narrowing the scope of the workshop
     o Condensing the number of slides
     o Revising some specialized language
     o Inclusion of more concrete examples
- Inclusion of a live demonstration
- Hands-on activity to allow participants to leave with drafts

- We also discussed a revised timeline to work toward fulfilling HLC report requirements. Since the meeting this timeline changed as we were able to conduct the Program Goals Workshop as part of the Spring 2009 Faculty Workshop.

C. Upcoming Activities
   a. Revisit Spring Assessment workshops.
   b. Timeline – We need to review it electronically if necessary to get it updated as we did tabled that at this meeting.
From: Dennis McNamara, Marketing Committee Chair

Re: Marketing Committee Minutes for December 2008

In attendance this month: Dennis McNamara, Tom Olson, John Cadero, Judy Jiang, Angelee Johns, Alan Salzman.

John C. suggests using a shared calendar to inform faculty and staff about upcoming high school visits and other recruitment activities to make it easier for people to discover opportunities to reach out to our constituent high school students.

IT is working on a shared campus calendar system that may tie in with John’s suggestion or he may choose to pursue a separate channel to help focus attention on that specific content.

Judy Jiang inquired about enrollment status compared to last year at this time.

The go to market plan in the near future includes:

- December Page One is in the mail
- CE schedule in mail week of 12/29
- January Page One
- Blast of enrollment marketing after New Year

Holiday enrollment services on a time limited basis December 26, 29, 30; 10 AM to 3 PM.

Loop radio is running a series on their website that features a Loop Girl who is attending Triton. The video recorded her time on campus today during Twisted Tuesday and plan to publish that video on their website. The student will post blog entries about her experience as well.

Discussions of the Diversity Photo Wall and use of Facebook as a marketing tool continue.

Respectfully, Dennis McNamara
Triton Academic and Scholastic Standards Committee Minutes

December 15, 2008 - 1:00 p.m.

Attendance:

Julie Gilbert, Cynthia Harris, Ellen O’Connell

“Star” Student

The program is to recognize outstanding students. 47 nominations were received for fall Semester and the subcommittee selected two winners.

We will post the nomination form earlier in the spring, ’09 semester

Academic Honesty

The college hour went well.

The posters are in, Cynthia will post them in I and D, Ellen in E and Julie and Peggy in F. Cynthia will find volunteers for the other buildings.

Experimental Education

The subcommittee met once and will meet again in January or early February

New Business

We will consider doing a plagiarism college hour in the spring.

Adjourned: 2:30 p.m. Monday, December 15, 2008
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:36 p.m.


Members absent: (voting) L. Manno, J. B. Halpin, and R. Connor

Resource Members present: N. De Mayo, V. Howard and D. Baness-King

Resource Members absent: P. Hadjimitsos, P. Jensen, Sujith Zachariah, D. Domin and C. Allcorn

Agendee(s): J. Libner, J. Smith, G. Guzman, E. O’Connell, A. Sharris, S. Collins, M. Olson, K. Benson, A. Jajko and K. Anderson

Visitor(s): J. Bushman, E. Brindise and M. Armas

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes November 17, 2008, passed unanimously by voice vote with a correction on Page 4 to read ‘losing’, not ‘loosing’.

K. Anderson noted that there replacement pages were being distributed.

OLD BUSINESS

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M. Olson stated that changes suggested at the November 4, 2008 meeting have been submitted. The original course number for Basic Skills Review, EDU 210 is now EDU 055 as this is a developmental education course. This course is not mandatory, offered only as a suggested elective. M.R. Moore will assist M. Olson with on-line tracking of students pass the Basic Skills Exam.

*Motion to approve item numbers 08-140 and 08-141, passed unanimously by voice vote.*

J. Libner submitted all changes suggested at the November 17, 2008 meeting, including the course fee for the new course NUR 185, Transition from LPN to AD Student.

*Motion to approve item numbers 08-142 through 08-147, passed unanimously by voice vote.*
K. Benson submitted all changes that were suggested at the November 17, 2008 meeting. The intended prefix change for all courses has been modified from ‘HOR’ to ‘HRT’. ORN 267 is now being deleted, not revised as first submitted, as the course content is covered in other courses. K. Anderson stated that two programs on today’s agenda include the program’s objectives, which would be useful with the program assessment process, as referred to in the Master Plan. She asked the Committee for their input as listing the program objectives in the program description, as seen in this submission. This is not Triton’s current practice and inquired if the deans interpreted that portion of the Master Plan as inclusion of these goals in the program description. A. Baldin questioned what the issue was, if the program objectives are listed in the program description and if they are bulleted or narrative, as it contains the same information. She inquired what information K. Anderson was seeking from the Committee. K. Anderson replied that a statement would need to be developed for the revision of other program descriptions to ensure uniformity. A. Baldin stated that the students need to be aware of what is expected at the outcome of the program. L. Roberts added that she also has had conversations regarding this topic and that we should move in this direction because program outcomes are tied to assessment. K. Anderson questioned that since this change is fairly new and we may be moving too fast. Perhaps additional discussion is needed first. L. Dodt added that by listing the program objectives in the description it will increase the number of pages in the Catalog. E. Charneia noted her confusion and asked if the program objectives are currently listed in program descriptions in the Catalog. K. Anderson replied yes, certain components are listed in a narrative form but this would be a substantial change. E. Charneia asked if reviewing the program outcomes would be the Committee’s responsibility as they are presented to the Committee. K. Anderson answered by raising a couple of questions, “Do we have a standard to use”? “Are we ready to move in this direction?” and “Do we have guidelines to follow?” E. Charneia added that she has no idea of what the outcomes would be for other areas. K. Benson stated that his changes were logical as many more subsets of programs will be developed and that he has added the program objectives in the program description to aide with the assessment process. J. Wager suggested that the program’s objectives not be listed in the program description, but listed on the Internet with all other program objectives. L. Roberts stated that the work of the Assessment Committee is to have program outcome statements for every program hopefully by the end of February. D. Domin is tied to this process and added that program outcomes are dynamic and evolving and questioned that each time a program objective changes, would this necessitate the program be brought to the Curriculum Committee? K. Anderson replied that this issue is being presented for the first time to this Committee and there is no answer as there has been no dialogue. Substantial changes need to come to curriculum. A. Latham questioned if there was an ‘aye’ consensus at Agenda Planning. K. Anderson replied that this subject was not brought to the Curriculum Committee until listed on these documents and that is why it is being addressed now. A. Latham stated that there are no complete answers. A. Latham referred to the length of Catalog and added that hopefully the Catalog can be purchased in the bookstore in the future. Curriculum should not be tied to the Catalog publication and she does not wish to do anything to slow down the curriculum process. K. Anderson questioned what is the best way? A. Latham replied that sometimes a good change may inadvertently bog down the process. D. Domin stated that the HLC will look at the program’s outcomes in the Catalog and become aware of what we’ve accomplished, which would make a good impression, then revise with a standard process over time. A. Sharris stated that her program outcomes are tied to the course outcomes and also agreed that the Catalog should not drive curriculum and concurred with A. Latham that the Catalog should be on-line. K. Anderson stated that all of the coordinators and chairpersons should be notified. E. O’Connell added that she would not like to see eight programs with the program outcomes listed and all of the rest not. A. Latham questioned if the outcomes should not be listed in the Catalog until all two hundred of the programs are changed? E. O’Connell replied no, that an organized
effort should first be made and then put in the Catalog as there are some people who never come to
curriculum. A. Latham asked where we draw the line and added that there will be program evaluation
outside of this body, possibly D. Domin. K. Anderson stated that these changes are going to be
published in the 2009-2010 Catalog. A. Latham stated that adding the program outcomes to the program
descriptions aides the progression for assessment. A. Baldin added that she understands the concern of
how it looks in the Catalog; the current Catalog has no standardization now. Some program descriptions
are short some are long. A. Baldin has notified all coordinators in her area to have program outcomes in
the program descriptions. She would like to see them listed, move forward and have further discussion at
a later time. A. Jajko stated that everyone agrees this is a bigger issue and all persons involved are not
here. A. Latham reiterated that this is part of assessment, which is tied to our accreditation. K. Anderson
agreed with A. Latham. K. Anderson also agreed to have standardization for every program. A. Baldin
stated that they would again adjust their program descriptions when the Assessment Committee
standardization is defined. K. Anderson stated this subject is being discussed now, so the Committee
can discuss these changes in the spring. M. R. Moore summarized that we’re not ready to include all
changes in the next edition of the Catalog, but we can start and be prepared for 2010-2011 edition. The
work submitted in the Spring can reflect the new procedure, and A. Baldin’s current two programs, which
include the outcomes should be approved now. K. Benson offered to be on the Assessment Committee.
K. Anderson thanked K. Benson for his patience with this discussion.

Motion to approve item numbers 08-210 through 08-244, passed unanimously by voice vote.

K. Anderson stated that for all of the programs listed for Orderly Withdrawal that are non-contentious,
The faculty may come to Academic Senate next Tuesday if they wish, or K. Anderson would represent
the items.

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<td>08-256</td>
<td>BIS 102</td>
<td>rev crs</td>
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| J. Smith distributed a revised page to her submission. K. Anderson noted that this submission is J. Smith’s first experience with curriculum. Much discussion went into the revisions to BIS 102 and she appreciates all of her work. J. Smith stated that she is happy to be here for the betterment of the College. BIS 102 is currently a general education course. The title has been changed to better reflect the general education course with a ‘society’ component. The lab has been increased, with less lecture hours and the credits remain the same and the course description has been revised to match the IAI course description which brings in line with other institutions and meets the IAI standards to improve transferability. Hopefully, the enrollment will increase; the students will learn better and enjoy the course. K. Anderson questioned if the Science Panel still meets? E. Bell replied that they do. K. Anderson stated that the IAI General Education Panel meets in March. The course will be sent out for articulation, which will a prolong the process. If a course is not being reviewed by the IAI for articulation, it would be sent to four-year institutions. Acceptance at three State schools is needed for course articulation. K. Anderson added that J. Smith will be informed of the outcome from the IAI, which is a longer process. K. Anderson commended E. Bell for going above and beyond as he volunteered to assist the J. Smith with these changes and asked if others would do the same, it is very much appreciated. E. Bell also attended the Agenda Planning meeting. J. Smith concurred with K. Anderson on commending E. Bell for his assistance.

Motion to approve item number 08-256, passed unanimously by voice vote.

08-257 BIS 122 Intro Microbiology rev crs X tabled
K. Anderson stated that G. Guzman had attended the Curriculum Workshop last summer. G. Guzman added that he learned much by attending the Workshop. The change in course number from 122 to 222 and title change was made because this course content is 200-level at other community colleges and at UIC. The prerequisite has been changed to college-level Biology and students will be able to handle this
course better. The course also would be more transferable, as it currently transfers to UIC only as an elective and students have to retake Microbiology there. This course conforms more to the IAI Nursing code, NUR 905, which differs from the general education code of L190L. A ‘Microbiology in Society’ course may be developed in the future to match the general education code. E. Charneia questioned if the students have to take Microbiology, and also BIS 101, which would totally change the Nursing program’s requirements. G. Guzman stated that he had sent the proposed changes to J. Libner for her approval and also to T. Goehman, counselor, and they agreed to have BIS 101 as a prerequisite. The students found Microbiology too challenging and BIS 101 would ensure the students are better prepared for Microbiology. E. Charneia stated that is not currently the prerequisite and this would be one more class that the Nursing students would need to take. E. Brindise suggested changing the course sequence for the Nursing students. The students need to take Anatomy. C. Pignataro stated that the proposed prerequisite states to take BIS 101 and that is what the students will need to take and inquired if the placement test for RHT 101 has been eliminated. G. Guzman replied no that should be added back in. C. Brophy questioned if the Biology prerequisite needs to be taken within the last five years? BIS 101 within the last five years and placement into RHT 101 should be added back in the prerequisite. E. O’Connell suggested listing BIS 136 or BIS 140, since BIS 136 has an issue with the prerequisite. K. Anderson stated that the effective date cannot be Spring as some students may have already registered for next semester. M. R. Moore suggested that this discussion should take place outside of this meeting. N. DeMayo stated that this course is a Life Science general education course that did not have a prerequisite and will now. BIS 122 would be removed from the Life Science elective listing, as the IAI approval that is being sought is by the Nursing Major Panel. A. Latham stated that if J. Libner supports this change the Committee should support that decision. K. Anderson suggested tabling these changes until Spring, as further discussion with the Nursing department is needed. N. DeMayo stated that this course also would need to be removed from the AA/AS Applicable course listing in the Catalog. E. Charneia added that she would love to have all BIS courses geared towards Health.

Item number 08-257 was tabled until the Spring semester for further discussion with the Nursing Department.

08-258  C406D  Entrepreneurship Cert  rev curr  X  approved

A. Jajko had dialogue with business representatives and since the students would already receive instruction on Graphic Design and the Web in VIC 100, CIS 101 has been deleted and replaced with BUS 150, which is more applicable to this certificate.

Motion to approve item number 08-258, passed unanimously by voice vote.

08-259  MAT 101  Quantitative Literacy  rev crs  X  approved
08-260  MAT 102  Liberal Arts Math  rev crs  X  approved
08-261  MAT 114  Plane Trigonometry  rev crs  X  approved
08-262  MAT 116  Math for Elem Schl Teach I  rev crs  X  approved
08-263  MAT 170  Elementary Statistics  rev crs  X  approved

E. O’Connell stated that she has added MAT 085 or MAT 096 to the course prerequisites and has added general education objectives, which the course addresses. M. R. Moore stated that the wording of the prerequisite is how it would be listed and added that students look for scores or a course number in the prerequisite and may be confused if neither are listed. She suggested adding a placement score number and an ACT ‘Math’ score. E. O’Connell stated that MAT 085 was changed as a prerequisite, as the IAI did not know what MAT 085 is, so this change was suggested. The first ‘grade of ‘C’ or better’ statement in the prerequisite will be removed as this is stated twice. C. Pignataro suggested getting rid of ‘score of 5’? The prerequisites for all five MAT courses will reflect these changes. M. R. Moore suggested listing ‘placement at…and the first ‘scores’ listed will be removed.

Motion to approve item numbers 08-259 through 08-263, passed unanimously by voice vote, with suggested changes.

08-264  C248V  Engineering Technology  rev curr  X  approved
08-265  C348B  Engineer Tech Design Cert  rev curr  X  approved
08-266  C548E  ENT/Autodesk Adv Cert  rev curr  X  approved
INNOVATIVE IDEAS

Agendees Attending Agenda Planning Meetings  – K. Anderson
K. Anderson stated this idea was stimulated by E. Bell requesting to attend the Agenda Planning meeting to address any potential concerns. The current Agenda Planning Committee consists of K. Anderson, P. Hadjimitsos, D. Domin, C. Antonich and S. Maratto. They are responsible for reviewing the submissions and sending emails to the submitters with any concerns and for additional information or corrections. E. Bell found the experience to be such a positive one that he stayed for the entire meeting. It was suggested that all agendees attend the planning meeting for better communication. She asked Committee for their thoughts. E. Bell stated that it may not be necessary for every submitter, but for those with contentious or extensive changes. K. Anderson stated that if there are simple changes, there would be no need to attend, but it would prove positive if there were many changes. L. Dodt supports this innovative idea and compared this idea to the Curriculum Workshop as beneficial to the faculty for a better understanding of the curriculum process. E. O’Connell added that it is a good idea for novices, but there may be logistics problems. K. Anderson stated that
there may be a need for more than one planning meeting or individual meetings. The deans review the items prior to submitting to curriculum for Agenda Planning. A. Latham stated that we need to institute some kind of process to expedite and streamline curriculum and agrees that this meeting would be much quicker. K. Anderson stated that there are many email communications and it is better to meet face to face. E. O’Connell suggested that N. DeMayo and V. Howard also attend the Agenda Planning meeting. M. R. Moore stated that one of the two could attend. A. Latham stated that having the agendees attend Planning may extend that meeting time and if additional discussion is needed, only those persons directly involved should meet. K. Anderson stated that E. Bell did not set precedence and agreed with A. Latham’s idea to be flexible and defer long conversations to another venue. L. Dodt stated that the Curriculum meeting seems to run much smoother if those involved meet prior to this meeting.

OTHER:

A) Public Law 195 – K. Anderson

The State has removed the requirement for Public Law 195 and any reference to this need to be removed from the Catalog, any publications and the RALPH system. M. R. Moore stated that is no longer an ICCB requirement and is not a Triton Board policy. This requirement is listed on Page 37 of the Catalog and in a few curricula. She asked coordinators and chairpersons to review their programs, as it is included in the Nursing’s program description. The descriptions and footnotes will be checked by S. Misasi Maratto and removed. M. R. Moore stated that the program coordinators may want to adjust their programs to remove or replace this requirement if no longer required. E. O’Connell stated that there are currently nine persons who preside on the Associate in Arts and Associate in Science review committee. K. Anderson added that those with AAS degrees are on that review committee. There is some crossover of disciplines as some programs are in both the AA/AS and AAS areas. For the AAS degrees, the ICCB only requires fifteen hours of general education and does not specify which discipline, whereas Triton does specify those requirements. M. R. Moore stated the removal of Public Law 195 requirement would be effective in Fall 2009.

B) Master Plan Assessment

(see the discussion following the ORN submissions, item numbers 08-210 through 08-244).

C) Program Review/Program Viability

K. Anderson stated that there is a memo from P. Hadjimitsos will be discussed in the Spring, as P. Hadjimitsos is not in attendance at today’s meeting.
K. Anderson thanked everyone on the Committee as they are the hardest working Committee on campus and wished everyone a nice holiday.

E. Bell noted that the handout distributed today from the Science Department was printed on both sides in an effort for 'greening' the campus.

**Adjournment:**  K. Anderson adjourned the meeting at 4:26 p.m.

**Submitted by:**

[Signature]

K. Anderson, Chairperson

Susan Misasi Maratto

Recording Secretary