Assessment Committee  
May 6, 2009  
MINUTES

Attendees: Joan Libner, Tom Porebski, Ellen O’Connell, Mary Ann Olson, Maria Tereza Dyer, Renee Wright, Panos Hadjimitsos, Dan Domin, Maureen Musker

Location: E141

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

I. Distribution of Assessment resource books (Assessing Student Learning) provided by Cheryl Antonich. One copy will be made available in the library per Panos Hadjimitsos. Dan Domin will make a copy available as a CTE resource. The rest of the copies were distributed to committee members, who will share them with those in their departments.

II. Review of Spring 2009 assessment activities

a. 4/2 Program Outcomes workshop well-attended. Twenty programs were represented. Some outcomes have been submitted as a result. We need to continue follow-up and offer of assistance.

b. 4/15 Brown Bag was attended by reps from four programs looking for help with outcomes.

c. 4/21 Mapping Workshop and 4/22 Rubrics Workshop had minimal attendance, perhaps because
   i. people are still working on outcomes
   ii. people feel they can do mapping without attending a workshop
   iii. less attendance when workshop is conducted by on-campus facilitators
   iv. no personal phone follow-up to schedule times
   v. Rubrics workshop was already conducted this semester

d. Improving participation in such assessment activities
   i. Schedule workshops during already scheduled meetings with chairs, coordinators, faculty.
      1. Find out now what Fall meetings might allow for assessment intervention.
2. Request 15 minutes at Fall Faculty Workshop to highlight assessment accomplishments—reps other than committee chair to speak. Possibly make a last request for any Spring 2009 assessment documents to be included in the next report.

ii. Encourage more faculty, beginning with committee members, to engage in outreach to help other faculty with assessment stumbling blocks.

e. Participation in the assessment process and its documentation
   i. Where we’re at—
      1. Status report updated
         a. Most programs have goals submitted
         b. Roughly half have outcomes in
         c. Few have course mapping in
      2. Assessment Report
         a. Completed for 2008 academic year
            i. To be put up on Assessment web page
            ii. Hard copy has been distributed to committee members and key administrators
            iii. Copies will be distributed to all chairs/coordinators by Panos Hadjimitsos
      3. Web Page
         a. Blank forms are up
         b. Status report is up
c. Sample program/goals outcomes posted

d. Chair will email all faculty on how to get to web page and what can be found there.

ii. Where we’re going

1. Status Report

a. Assessment Committee members will divide up contacts and place calls to those with outstanding documents. Chair will email members the contact list. Chair will also email status to chairs/coordinators.

b. Blackboard Shell for submission of documentation, sharing of ideas, peer assessment mentoring and troubleshooting

2. Published Assessment Report

a. In Fall 2009, committee will revisit this. Chair suggests this document should include examples of documents at all levels: program, course and classroom assessment to show the links between them, that assessment is happening at all levels, that the loop is being closed at those levels.

b. Revisit schedule for submissions to the report.

c. Revisit publication method and distribution list

d. Make the document more meaningful – perhaps connected to an assessment event that demonstrates its usefulness as a resourc

3. Web Page

a. Post Timeline, Assessment Handbook, Rubric powerpoint, Hosseinali, HLC presentations
b. Merge data currently on web page into Blackboard shell?

4. Liaisons

   a. Possibly establish six or so area liaisons to oversee the process for a group of programs. These liaisons would receive a stipend

5. Other

   a. Maureen Musker and Dan Domin will meet before the next committee meeting to discuss a possible long term plan for academic assessment to be discussed by entire committee in Fall 2009

   b. Department Drawers- Chair will recommend that each department has an accessible location for the storage and retrieval of assessment documentation.

   c. Gen Ed outcomes – Once program assessment is more solidly established, the committee will review the status of these outcomes and how to merge them into the assessment cycle.

   d. ICCB – These program reviews are not the focus of our academic assessment committee at this time.

f. BUDGET – Chair will request a meeting with VP Academic Affairs to discuss budget. So far CTE had offered $1500 toward events for 2009-2010. At this meeting though, it was reported the CTE budget for the coming year is one quarter of what was originally thought, so the $1500 will likely decrease. If we are committed to a vibrant assessment process, moneys must be allocated to this effort on the Master Plan.

   g. Common threads of HLC presentations—Establishing a sustainable assessment process takes a commitment of time and money as well as effort.
III. Committee By-laws review

   a. Voted to include CTE Director as an Academic Assessment Committee member.

   b. Voted to change the number of faculty on the committee from four to eight.

   c. 

IV. Next Meeting 9/2/09  E-141 2-3 pm

Submitted by Maureen Musker
Academic Support Committee
Meeting Minutes
May 4, 2009

Members present: Larry Manno, Pat Hussey, Brenda Jones Watkins, Bill Decker, Lizette Rivera, Rebecca Fournier, Quincy Martin, Lucy Smith, Jamie Brisco

The meeting was called to order at 2:05 PM. During this meeting, we discussed three major topics:

1.) Guidelines and Etiquette for On-line Courses: The committee discussed the implementation of guidelines and etiquette for on-line courses. As a short-term goal, we would compile a list of guidelines and distribute it to faculty, similar to what we do for the academic support resources sheet each semester. A rough copy of these ideas will be compiled and sent out to faculty for some suggestions. As a long-term goal, it was suggested that we review the current code of conduct and see if we could implement some of our ideas into policy.

2.) Information session for implementation of orientation for students taking on-line courses: The information session has been scheduled for Monday, May 11. It will take place between 1 and 2 PM in room B-223. We discussed topics to bring up, and we also gathered members of the committee to assist in leading this session.

3.) Changes to by-laws: We approved changes to our by-laws, as requested by Vice President Latham. Specifically, these are as follows:

- the position of enrollment facilitator was removed from the membership of the committee
- the title Dean of Academic Success replaced Associate VP, Learning and Academic Support
- the word "Student" was removed from the title "Dean, Student and Enrollment Services"
- the AVP of Instructional Technology and the Associate Dean, Academic Support programs was removed from the list of resources
- the Director of Academic Success was included in the list of resources

The meeting was adjourned at 2:55 PM.
Student Development Committee
Minutes
April, 2009

Present: Jamie Brisco Kathy Cunningham, Chris Dewey, Rebecca Fournier, James Gray, Patricia Knol, Juhelia Thompson, and Lorenzo Webber

Absent: Sherry Berryhill, Rob Connor, Jennifer Dale, Eric Dutt, Kathy Deresinski, Alpha McMath, Mary Rita Moore, Larry McGhee, Quincy Martin, Gabriel Murphy, Juhelia Thompson, and Amanda Turner

The last meeting for the school year was called to order at 2:05p.m.

Kathy Cunningham and Chris Dewey thought it would be a good idea to go over the sub-committee assignments and get feedback from the Student Development Committee members.

Jamie stated that the Student portal on the Triton web-site needs to be utilized more by students. If we urge students to use the Student portal, we also need to train them on how to find information on Triton’s website. Some of the ideas that were discuss:

1. An assessment needs to be integrated.
2. Training must be student focus.
3. During “Open Registration” one on one training for students. This training can be conducted by the Faculty Facilitators during the mini orientation.
4. Workshops on “Student Portal Training” for current students throughout the school year. (etc. register, on-line orientation)

Jamie stated that August 1st will be the target date for on-line orientation during “Open Registration.

Juhelia stated that there is a link called “Transfer Services” that students or faculty can go to obtain information on transferring.

Rebecca asked if there is a list of workshops facilitated by counselors each semester. Juhelia said that each Fall and Spring semester the counseling department comes out with a new list located in the walk-in counseling center.

Kathy and Chris stated that next year, the committee would push to have e-mails sent to students informing them of advanced registration instead of having posters hung on the walls throughout the campus. This venture will be cost efficient and also uphold to the mission of the college to “Go Green”.

The Student Development Committee members went over the sub-committee assignments and updated sign –up selections for the 2009 -2010 school year.
Chris stated that Natasha Morris from Surgical Technology will be joining the Student Development Committee.

Juhelia have officially resumed her duties as chair of the Student Development Committee. She stated that she will e-mail the committee members on meeting dates for the 2009-2010 school years.

Rebecca mentions that at Truman College in the Adult Education there is an incentive program for a student to get a class for free. She will look into obtaining information.

The Student Development Committee celebrated with cake and sparkling grape juice for completing another excellent year.

Respectfully submitted
Kathy Cunningham and Chris Dewey
CALL TO ORDER/ROLL CALL

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


Members absent: (voting) L. Manno, J. Wager, E. Charneia, L. Dodt, R. Connor, H. Phillips, L. Roberts,

Resource Members present: N. De Mayo, D. Baness-King, D. Domin, C. Allcorn and Susan Collins

Resource Members absent: P. Hadjimitsos, V. Howard, P. Jensen, Sujith Zachariah

Agender(s): T. Porebski (for B. Decker), W. Justiz, K. Anderson and M. Zukowska

Visitor(s): M. Flaherty and M. Armas

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes March 5, 2009, passed unanimously by voice vote.

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-3</td>
<td>PSC 120 Prin of Political Science</td>
<td>new crs</td>
<td>X</td>
<td>approved</td>
</tr>
</tbody>
</table>

The ‘Learning Goals’ have been re-written and submitted as suggested at the March 5th meeting. Motion to approve item number 09-3, passed unanimously by voice vote.

NEW BUSINESS

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<tbody>
<tr>
<td>09-7</td>
<td>C206B Business Management</td>
<td>rev curr</td>
<td>X</td>
<td>discussed</td>
</tr>
<tr>
<td>09-8</td>
<td>C306B Business Mngmnt Cert</td>
<td>rev curr</td>
<td>X</td>
<td>discussed</td>
</tr>
<tr>
<td>09-9</td>
<td>BUS 285 Project Management</td>
<td>new crs</td>
<td>X</td>
<td>discussed</td>
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S. Martella stated that the changes made to the degree and certificate were endorsed by the advisory committee. The three concentrations have been removed to simplify the degree. BUS 285, a new course has been added and CIS 101 is now an option in addition to BUS 107. The original intent was to lower the total credit hours for the degree to ‘60’, but the current 64 hour requirement for the AAS Degree needs to be followed, until such time that the AAS Degree requirements are changed. ‘Program’ electives will be listed and not ‘Suggested’ electives in both the degree and certificate. The intent of the ‘Note’ in C206B is to clarify for students that they can take ACC 100 and ACC 103 OR ACC 101 and ACC 105. RHT 102 was added as it is a prerequisite to BUS 188, Business Writing. P. Murninghan assisted in the development of this course. A course fee for only new courses may go through the curriculum process, which is ultimately approved by the Board of Trustees. BUS 285 includes project management software and is a two-hundred level course, as it is more advanced in content. E. Bell added that this is going to be a great course and well received and noted that ‘serious’ should read ‘series’ and ‘for controlling project costs’ be added to the course objectives that begins, ‘manipulate
M. Hahn Wade suggested rewording the ‘Overall Learning Goals’. K. Anderson stated that it is good to see areas being revised that have not been in a long time.

09-10 C244A Emergency Management Degree rev curr X discussed
09-11 C344A Intro of Incdnt Cmd & Nat Mngmnt Syst (NIMS) rev curr X discussed
09-12 EMP 101 Incident Mngmnt Syst (NIMS) rev crs X discussed
09-13 EMP 102 Pins & Nat Rspns Plan rev crs X discussed
09-14 EMP 113 Emer Pln & Spec Needs Populat new crs X discussed
09-15 EMP 211 Bas Skills in Emer Prog Mngmnet rev crs X discussed
09-16 EMP 222 Devel Volunteer Resource rev crs X discussed
09-17 EMP 241 Hurricane Planning rev crs X discussed
09-18 EMP 242 Warning Coord & Maintaining Spotter Groups rev crs X discussed
09-19 EMP 243 Hurricane Planning new crs X discussed

W. Justiz stated that changes were made to the Emergency Management curricula to comply with changes made by FEMA. He apologized for not submitting the courses on the most current course outline form, which include ‘Learning Goals’ and ‘Assessment, and will submit those for the May 7th meeting. EMP 103 will be listed as a program elective, as this course is no longer a requirement. C. Pignataro suggested changing the Humanities requirement from 1 to 1-3 hours for transferability. K. Anderson questioned if EMP 101 will no longer be suitable for First Responders as this has been removed from the revised course description. W. Justiz replied that this course will be beneficial for all persons, not only First Responders. He will add ‘Upon successful completion….’ sentence back into the revised course description. E. O’Connell asked for clarification regarding the two dates listed on the new course outline form. K. Anderson stated that the first date is when the course was developed and the annual review date should be used each time the course is reviewed or revised. ‘EMP 221’ will be listed as the prerequisite on the course outline for EMP 222. ‘…and hurricane planning’ will be removed from the course description for EMP 241, as the course description is the same as for EMP 243. W. Justiz will adjust the prerequisites for EMP 243 and EMP 241, as they list ‘..or concurrent enrollment’, but are not offered in the same semester and the course description will be expanded for EMP 243. All changes will become effective Spring 2010. K. Anderson will work with W. Justiz to re-write the course objectives, et al.

INNOVATIVE IDEAS

A) Academic Task Force (Space, Equipment, Budgeting) – L. Dodt

L. Dodt was unable to attend this meeting and will present at the May 7th meeting
A) TCSA Student Survey Results – M. Zukowska/H. Phillips
M. Zukowska spoke with Dean Martin and noted that questions to be included in a survey would need to be requested by Dean Martin and submitted to P. Hadjimitsos. M. Zukowska would submit the content that she would like surveyed and P. Hadjimitsos would develop the actual questions. K. Anderson stated that the more information you give on the subjects you would like data on, the more information you would receive. M. Zukowska stated that when students come here, some students know what they want to take and some students do not, and asked if there is a way to better inform the students as to what courses they are required to take. M. R. Moore replied that students begin at orientation with a program plan and various resources on campus. It was questioned about awareness of orientation, as many students do not attend an orientation if not full-time and suggested that this could be a question included in the survey. M. Flaherty noted that at the AA/AS Degree meeting on Thursday, there seemed to be an interest in having a ‘Special Electives’ area that would list more specific courses. Another suggestion was to see what the most popular schools are requiring that the students transfer to, i.e. accepting foreign language. M. R. Moore added that the students can go to the u.select (formerly CAS) website for additional information on transferability of courses. J. B. Halpin questioned if the students are asked on the application if they plan to transfer. E. O’Connell questioned M. Zukowska as to what the students would like to see changed. M. Zukowska replied that when students come to see a counselor in open registration, they always see a different counselor, and need to explain their intentions all over again. C. Pignataro requested that M. Zukowska share with the students that there is a list of counselors designated to specific academic areas. W. Justiz requested that the instructions for the students be simplified, as they currently are very confusing. C. Allcorn informs his students of who their counselor is. E. O’Connell asked if there can be an academic counselor file. C. Pignataro replied that they had program plans at one time. C. Allcorn suggested adding ‘Are you aware who your counselor is?’ to the survey. N. DeMayo added that students need to know how to plan and use the catalog. Students are supplied the information at orientation, but there is a lot of information and they may not remember all of it. There currently is a survey for new students at orientation and on-line to gain information. N. DeMayo asked if it would be beneficial to require COL 101 or CSG 150 as was previously required as a way to get the information to the students. M. R. Moore replied there has recently been dialogue regarding that subject. E. O’Connell agreed that the proposal to require COL 101 would be beneficial. K. Anderson suggested piloting this idea and see what the results are. M. Zukowska will report her findings to the Committee at the May 7th meeting. K. Anderson suggested to M. Zukowska that if she would like to send the CCC members information, she can do so by contacting S. Misasi Maratto, who would forward the information to the Committee.

B) Proposed Revision to the IAI General Education Core Curriculum
K. Anderson stated that there is a recommendation to change the general education requirements for the A.S. Degree: ‘Permit flexibility in the GECC component of the A.S. Degree that recognizes the reality of science students’ actual university academic experience. Allow up to 12 of the 27 credits of general education currently allocated to communication, social science and humanities to be taken at the senior institution. (Those 12 credits should be shared among these three disciplines. However, a student could postpone all general education credits, and still complete the current A.S. Degree as presently written.

E. O’Connell stated that discussion regarding the A.S. Degree was tabled at Thursday’s meeting due to this proposal and will wait to see the outcome. K. Anderson stated that the students would not take all of the gen-eds here, but more Math and Science in their first two years. Comments from various schools are included in the packet and as additional comments are received, they will be distributed to the Committee. Included in the packet are tables of the layout for different majors. A. Latham stated that anyone having input to forward their thoughts to her and she will take to the next CAO meeting. K. Anderson stated that hopefully before the end of next fall we could have something in place for our A.S. Degree and asked if there is a timeline regarding this proposal. A. Latham replied that she would have more information after the June 9th meeting. K. Anderson requested that the Committee review the documents and submit their comments to A. Latham. K. Anderson stated that this document was just received, even though the date listed is February 2009 and can again be added to the agenda for discussion at the next meeting in May.

A) Feasibility Study – A. Latham
A. Latham informed the Committee that the Feasibility Study has been delayed as the Research Office is swamped and noted that they are very much monitoring and would know by May which programs they will be moving forward.

Adjournment: K. Anderson adjourned the meeting at 3:37 p.m.

Submitted by:

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary
I. Call to Order
   Present: Paul Bhasin (Chair), T. Olson, A. Salzman

II. Announcements

III. Agenda Items:

1) Adjusting the membership structure of the Marketing Committee.
   It was discussed, per Ellen O'Connell’s request, that we remove the following representatives from the Committee: Cultural Programming, Adult Basic Education, College Council, and Internal Marketing. The Committee voted in favor of this change, given departmental shifts and restructuring.

2) Program Brochures
   Departmental Brochures are being designed – the Music Department’s is in the final stages. An example should be ready by our May Senate meeting. Notable changes include an emphasis on student resources, program opportunities, and facilities. The tear-away response card is also a new feature.

3) New procedure shift – repeating vs. one-time items.
   This item is still under review. The upcoming marketing request tool (2.0) will address this issue. It was agreed that repeating events must have a different request protocol compared to one-time items or events.
Quality of Life Committee
Meeting Minutes from May 7, 2009, 2:00pm

Attendees: John Lambrecht and Jennifer Smith

Review and acceptance of April meeting minutes was tabled until June Meeting due to lack of a quorum.

D-Building Elevator
Previously reported issues from of the Science (D) building elevator have been addressed and resolved. A reference was made regarding the door edge sensors on the same elevator which is currently being addressed by Suburban Elevator.

Blind / Shade Replacement Project
The blinds in all of the electronic classrooms have been replaced with the newly specified shade systems.

Building Intercom / Emergency Call Station System
The new building intercom and emergency call system installation is almost complete.

Emergency Texting System
There was discussion about the new emergency text alert system and that faculty was glad to see that it was going to be tested. Some concerns were mentioned about whether or not the system would have accurate phone number information and whether there would be a link on our website for students, staff, and faculty to update information if necessary.

It was also advised that any e-mails sent out requesting updated information be done in a way that doesn’t appear questionable and that perhaps it be done through the intranet for security reasons.

Electronic Classrooms
There was a request for a copy of the current future electronic classroom timetable so that faculty can have an idea when their classrooms may be upgraded. This has been distributed to all of the members of the committee as well as attached to this document.

Adjournment
The majority of our meeting time focused on the logistics and planning of the Fall 2009 Faculty Workshop. The format of presentation was discussed with VP Latham, and breakout sessions was the generally agreed upon format. Breakout session topics included: 2 potential technology showcases, an overview and panel session on recruitment and the strategic marketing plan, a CTE/PDC information session, and Learning Communities and/or Common Read session. The logistics of concurrently running sections, room scheduling (location and space needs) and suggested participants were discussed. The determination of finalized topics and agenda schedule will be determined in a meeting with VP Latham and Jonathan Paver.