Assessment Committee Meeting
April 1, 2009

Our April meeting was cancelled. However, we did host a Program Outcomes workshop on 4/2/09. Representatives from twenty programs participated in this hands-on outcomes writing workshop with Dr. Taiebeh Hosseinali. Cheryl Antonich helped fund this successful event. Participants either completed their program outcomes during their slotted times or left with ideas on drafting them. On the feedback sheets, participants said they either felt “validated,” “more on track” or “better prepared to move forward.” At the workshop, someone even enthused that this was “exciting.” It’s what the Assessment Committee has always known, but it’s nice to hear someone else say it! The common concern was that the allotted time (one hour per program) was too short. In the future, we’ll work on that. Once I receive electronic versions of the workshop handouts, I will post them on the Assessment Committee web page.

I have updated the Assessment Status sheet to reflect which programs have completed outcomes on file now and which programs’ outcomes are pending some revision.

As the committee’s goal is for programs to complete program goals (thirty-two on file), program outcomes (twenty-four complete or pending), and course mapping by the end of the semester, we have scheduled some events for Assessment Week, April 20-24. The events are listed below.

**ASSESSMENT WEEK EVENTS**

4/15 2-3pm **Brown Bag in E141.** We’d like people to bring any program assessment questions. We may also invite sharing of assessment tools that are referred to in program outcomes. Just show up; no advance sign-up required.

4/21 12-3pm **Mapping Workshop**-Room TBA. This workshop will be particularly beneficial to those who have already written program outcomes, but ALL are invited to attend. We will review using a grid template to map out in which courses your program addresses which outcomes. It will help you see any gaps or overlaps and provide documentation that the outcomes are actually being assessed which is essentially what HLC wants to know. Once you have your "map," assessment will start working for YOU in that you can start analyzing data at the program level to see how the program is meeting expectations that YOU set. The goal is for you to leave the session with your map complete.

4/22 1-3pm **Developing Rubrics for Assessment Workshop** - Room TBA. In this hands-on workshop, learn to design, construct and incorporate rubrics as an assessment tool. This is especially useful as every program outcome must be assessed through documentation. Rubrics offer a flexible way to document the assessment of a wide range of assignments and activities.

Submitted by Maureen Musker.
Academic and Scholastic Standards Committee
Minutes to March 9, 2009 Meeting
In attendance: Julie Gilbert, Cynthia Harris, Peter Jermihov, Debra Krukowski, Quincy Martin, and Ellen O’Connell.

I. Housekeeping: approval of February minutes tabled

II. Old Business
- Plagiarism College Hour: Thursday, April 30 @ 2-3 pm
- Ellen to contact English Department for demo software
- Consequences for plagiarism: Quincy & Lizette
- Request for stories from the trenches to all faculty (who’s to do this?)
- Star Student selection: deadline for applications is April 10; Quincy to announce monetary awards at Academic Senate and College Council meetings

III. New Business: tabled

IV. Discussion of Comparable Credit handout

Definition of Comparable Credit
- Advanced Placement: compile standard score of “3” or “4”
- College Level Examination Program: CLEP
- Dantes Subject Standardized Tests: new (discussion below)
- Military Experience: 2 PE & 4 Health credits
- Portfolio Credit: how much credit can obtained needs TBD
- Proficiency Examinations: for example, keyboarding and computer skills
- Transfer Credit

Advanced Placement
first bullet point: “You must score...see the list of approved AP courses and required scores below). Add: “and that they substitute for.”

DANTES (DSST)
- first bullet point: 37 examinations are new and are not covered by CLEP
- before deciding, we would like to see course outline or see one sample exam in a given area (examine exam content)
- (parenthetic statement: catalogue revisions for next catalogue are in November)
- second bullet point: CLEP exam supersedes the DANTES exam

Proficiency Exams
available in two departments (which?)

V. Next Meeting: April 13 (who will create agenda?)

Academic and Scholastic Standards Committee
Minutes to March 9, 2009 Meeting
Page 2

VI. Julie will report on ASS Committee proceedings to the Senate on March 10

VII. Adjournment
- Ellen moves to adjourn
- Julie seconds
- motion passes unanimously

Respectfully submitted,
College Curriculum
CALL TO ORDER/ROLL CALL

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


Resource Members present: (non-voting) P. Hadjimitsos, V. Howard, D. Baness-King, D. Domin, C. Allcorn and Susan Collins

Resource Members absent: (non-voting) N. De Mayo, P. Jensen, Sujith Zachariah

Agendee(s): E. O’Connell/J. Burkett, T. Porebski (for B. Decker), D. Rosenbrock, K. Anderson

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

APPROVAL OF COLLEGE CURRICULUM MINUTES
Motion to approve the minutes February 5, 2009, passed unanimously by voice vote.

K. Anderson stated that since L. Dodt is not present at today’s meeting, ‘New Program Development’ will be discussed at the April 2nd meeting.

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>No.</td>
<td></td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEW BUSINESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>No.</td>
<td></td>
<td>1 2 3</td>
<td></td>
</tr>
</tbody>
</table>
| 09-2 | MAT 111     | College Algebra & Trig | rev crs | X approved | E. O’Connell introduced J. Burkett, who presented item number 09-2. The change in title to ‘Pre-calculus’ was made to reflect the rigorous course content. This course differs from MAT 110 or MAT 111 and will now be distinct for students to choose which elective that would be best for them to take. The prerequisite change of the ACT score to 22 and the addition of MAT 096 were made to bring the course expectation in line with other schools. M. R. Moore inquired about the proposed title, ‘Pre-calculus’ as we have never used this title before. C. Pignataro replied that the students frequently inquire about taking this course. The wording of the prerequisite is long, but it is a result of clarification requested by the ICCB. C. Antonich inquired why the requirement of a ‘B’ or better for MAT 085 or MAT 096 prerequisites, when a ‘C’ is a passing grade. E. O’Connell replied that it is a rigorous course and the students need to be up to speed as MAT 111 is similar to an honors Algebra/Trigonometry course. The Research Office has supplied data which shows MAT 111 to be the toughest course for the students to pass. E. O’Connell stated that the prerequisite could be waived by petition if the student received a ‘C’. L. Roberts added that E.
O’Connell would make that judgment call to waive the prerequisite. M. R. inquired if any dialogue had occurred regarding the title change. J. Burkett replied that the change in title addresses the course the student would take next, which is Calculus. C. Pignataro agrees with the title change, as reverse-transfer students frequently ask for this course. MAT 110 and MAT 111 are not general education courses. K. Anderson commended J. Burkett for her presentation and all the work she put into this proposal.

Motion to approve item number 09-2, passed unanimously by voice vote.

09-3 PSC 120 Prin of Political Science new crs X discussed
T. Porebski represented item number 09-3 for B. Decker. PSC 120 has been developed following the guidelines of the IAI and will be submitted for approval as a general education course. The students will have a better variety of electives to choose from. Many students that transfer from other community colleges that offer this course have petitioned for credit and this would be a good addition for our students. K. Anderson suggested rewording the ‘Learning Goals’ on the course outline for the April 2nd meeting and asked T. Porebski to thank B. Decker for developing the course.

09-4 C320A Early Chldhd Educ Cert rev curr X approved
09-5 C420B Infant/Toddler Care Cert rev curr X approved
09-6 C520A Child Care Cntr Adm & Mng rev curr X approved

D. Rosenbrock distributed the ‘Gateways to Opportunity Career Lattice’ to the Committee. The changes to the Early Childhood Education Certificate represent alignment with the Gateways to Opportunity: Illinois Professional Development System. These changes will reflect the adherence to the Gateways benchmarks allowing Triton’s Early Childhood Education Certificate Program to become an entitled level 2 Gateways “Illinois Early Childhood Education Credential”. The graduate can apply for entitlement, which are linked to pay and stipends and would also be eligible for Illinois Gateway Scholarship. The programs have been revised to add additional requirements and fewer electives. There were no changes made to the courses. A statement was added to each program description leading to a level of Gateways credential. This will be great for our students. D. Rosenbrock has emailed J. Drosos and will email him again and forward his response to curriculum, for the addition of HIA 115 to C520A, Child Care Center Administration & Management program. L. Roberts questioned the deletion of ENG 170, Children’s Literature from C320A, Early Childhood Education Certificate, as this is a wonderful course. D. Rosenbrock replied that the State only wants Early Childhood Education courses in these programs. M. Hahn Wade questioned if this could be offered as an option. D. Rosenbrock replied that ECE 121, Language Development and Activities take its place. M. Flaherty stated that by deleting ENG 170 from the Early Childhood Education area would be detrimental for the course, as they won’t get the numbers for enrollment. D. Rosenbrock added that she could not use ENG 170 in the Associate in Arts Teaching Degrees either. M. R. suggested offering this course on-line to draw more students. M. Flaherty plans to offer during the day and on-line in the Spring. D. Rosenbrock will look into offering ECE 121 as and option with ENG 170.

Motion to approve item numbers 09-4 through 09-6, passed unanimously by voice vote.

INNOVATIVE IDEAS

A) New Program Development (Academic Task Force (Space, Equipment, Budgeting)) – L. Dodt
L. Dodt was unable to attend this meeting and will present at the April 2nd meeting

OTHER:

A) B) Revision of AA/AS/AAS Degrees – K. Anderson/E. O’Connell
E. O’Connell stated that she has received much feedback regarding the revision to the AA/AS Degrees. The next meeting
is Tuesday, March 10th at 1:00 p.m. She is working with P. Hadjimitisos to develop a survey and plans on having an info session April 1st, from 1:30 p.m. to 3:00 p.m. for discussion.

**AAS Degree Review**

K. Anderson stated that it was an invigorating meeting. The Committee read the ICCB requirements she distributed, along with how all other Illinois community colleges list their AAS requirements, which the Committee is currently in the process of reading and will communicate their thoughts through email. The Committee will either utilize a model from another community college or develop our own requirements. Our current general education requirement is 15-17 hours and other community colleges have 16-23 hours. The AAS Degree was developed by the State in the 1980s, which focused on graduates to go directly into the workforce, whereas today this is not the case. She added that other schools around the country each have their own requirements for her program, Respiratory Care. Some are AS and others are AAS. The idea of the AAS is outdated; because a bachelor's degree is now required for many programs and the levels for employment have been raised. The ICCB will be contacted to see if an AAS Degree can transfer as an AS Degree and find out if there would be any ramifications. The ICCB requires 60-72 hours for an AAS Degree, whereas we require 64-72 hours for graduation. We may not be meeting the needs of the students by not following the ICCB requirements. There is one proposal on the table that all AAS Degrees go to 60-72 hours. The next meeting is March 18th. S. Misasi Maratto emailed to the Committee a survey with responses from the last time the AAS Degree was revised. A survey will be sent out survey through P. Hadjimitisos' office. She questioned if the AA/AS Committee and the AAS Committee meet together for a college hour or keep separate. E. O'Connell replied that the responding audience for each Committee is different and should be kept separate. K. Anderson would like as much feedback as possible. She can also schedule an additional college hour for the AAS Degree revision. E. O'Connell stated that the AA/AS Review Committee did not come to an agreement on anything. The Health and Fitness requirement has come up in both Committees. People do not want courses outside of AA/AS degree to be used in the degree, whereas if the career program become an AS Degree, that would change things. K. Anderson stated that if ICCB says no, we'll see where we can go. CJA and other areas offer degrees in AA, AS and AAS. M. Flaherty questioned if they plan to send the survey out to everyone as this is an important issue. K. Anderson stated that both surveys will be sent to all faculty. E. O'Connell replied that the decision will not be based solely on the survey results, as it depends who is responding. Only 23 or 24 responded, which is 1/3 or ¼ of the Arts & Sciences faculty. These issues are important and she does not understand why persons do not have an interest in this issue. P. Hadjimitisos stated that the survey can collect quantitative and open-ended responses. He can send a trial survey with three or four faculty and include M. Flaherty in the trial survey. K. Anderson stated that the next AAS Review Committee will meet on March 18th at 11:30 a.m. in G-109. This
is an open meeting and is expecting more persons to attend. We need better responses. E. O’Connell added that people do not realize the ramifications when the degree is changed. M. Flaherty suggested adding that to the survey.

B) TCSA Student Survey Results – M. Zukowska/H. Phillips
M. Zukowska and H. Phillips were not in attendance and will present at the April 2nd meeting.

Adjournment: K. Anderson adjourned the meeting at 3:23 p.m.

Submitted by:  

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary
Marketing Committee
March 4, 2009
2:00 PM
J236

AGENDA

I. Call to Order
   Present: Paul Bhasin (Chair), T. Olson, E. Dutt, J. Cadero

II. Announcements

III. Agenda Items:

1) Improve online marketing request tool.
   Discussion regarding a new online request form – T. Olson revealed a new marketing
   form online, eliminating the need to make several marketing requests for one item.
   Rather than a separate request for marquee, print materials, email blast, etc., there will
   be a new form, on which you can indicated all of these items at the same time as part
   of one general request.

2) Broaden marketing strategy
   It was agreed that all some resources are being underutilized, including PageOne, email
   blasts, WRRG announcements/interviews, home page visibility, and contacting the
   College Relations Assoc’s to distribute print materials in the district.

3) More relevant program materials.
   A new tri fold brochure, accompanied by a larger School pamphlet, is being designed.
   The Music Dept. is the “guinea pig” for this initiative. Each tri fold will list relevant
   program information, faculty bio summaries, courses of study, and facilities. Also, there
   will be a ‘tear-off’ card, which directs student interest to the Dir. of Admissions, as well
   as program faculty. Faculty would then follow up with prospective students with
   specific program information. Department heads have creative control over brochure
   content and images. Example PDF’s will be sent out shortly.

4) “Please contact me” box on online form:
   7 business day turn around time was agreed as an acceptable response time.

5) New procedure shift – repeating vs. one-time items.
   The Chair indicated that a discussion of a procedure shift was needed, with respect to
   one-time items vs repeating items. On the new online form, requests will be separated
   by periodicity in this way, so repeating items (like a concert or hospitality event) would
   not need to file repeat requests. Rather, only the content and images/design would
   change, with the program director/faculty member specifying the terms of the repetition
   (calendar frequency, time of year, etc).

6) www site
   It IS possible to shorten URL’s- request through Online Web Request tool, found on
   Triton’s Intranet portal.
Quality of Life Committee
Meeting Minutes from April 2, 2009, 1:00 pm

Attendees: Jackie Mullany, Steve Mazurek (for John Lambrecht)

Review and acceptance of March’s meeting minutes

Updates:
**Nightmare Copiers:** At the last meeting, there were complaints about several copiers. This was addressed by both Steve at the meeting and John via email. According to both John and Steve, this issue should have already been addressed. In the future, all copy machine issues should be reported to Minolta directly at ext. 3880 or at minoltaservice@triton.edu. Minolta has a contractual obligation to resolve all issues within 72 hours. If Minolta is not addressing the problems, Kevin Kennedy in Business Services should be notified at ext. 3692 or kkennedy@triton.edu.

**D-building Elevator:** At the last meeting, it was reported that the D-building elevator frequently skips the second floor. Per both John and Steve, the elevator problem has been resolved.

**Graffiti Issue:** It was brought to our attention at the last meeting that graffiti artists were busy at work in some of the men’s rooms. Per Steve, they are in the process of purchasing vandalism proof products, such as partitions and mirrors. Graffiti proof mirrors will be set up in some “pilot” locations, with others to follow as old mirrors become damaged.

**Blinds:** According to Steve, maintenance continues to review the blind situation and has been replacing missing slots and installing test shades in some electronic classrooms. Efforts are being made to purchase shades for all electronic classrooms.

Future Meeting:
The next (and last) meeting will be chaired by John Lambrecht and held on Thursday, May 7 at 2:00 pm in E-209.

Adjournment
Student Development Committee

Minutes

March, 2009

Present: Kathy Cunningham, Chris Dewey, Eric Dutt, James Gray, Patricia Knol, and Alpha McMath,

Absent: Sherry Berryhill, Jamie Brisco, Rob Connor, Jennifer Dale, Kathy Deresinski, Rebecca Fournier, Mary Rita Moore, Larry McGhee, Quincy Martin, Gabriel Murphy, Juhelia Thompson, Amanda Turner and Renee Wright

Posters and Flyers
Posters and flyers will be in place by Monday, March 30th when the students return from spring break. This marketing tool will be use to spearhead the summer and fall advanced registration. Summer advanced registration is in progress and the fall advanced registration will begin April 13th.

Transfer Students
James Gray stated that the College of Lake County has on their web-site a list of courses that will transfer. He also mentioned they have a list of courses that come under a “banner” advertising summer registration.

Kathy indicated that Tom Olson (Marketing) had sent out 10,000 e-mail students about Counseling day. This email student list would work well in targeting university students interested in taking classes at Triton in the summer. Kathy stated that this tool can also be used to let current students know about advanced registration for summer and fall. This will take place by March 30, 2009.

In-Classroom Registration
Representative for this sub-committee was not present.

On-Line Orientation and Registration
Representative for this sub-committee was not present.

Activity Fair
The Counseling Department sponsored “Meet your Counselor” on March 17-19 from 10a.m -7p.m. This venture was very successful. The department is planning to promote “Meet your Counselor” in the fall and spring semesters, 2009/2010.

Book Loaner
James Gray wanted to know how a student can obtain a book voucher. Would the student have to be unemployed or laid off? Chris Dewey stated that the student have to be laid off within the past year, and would have to take a minimum of six credit hours to
qualify after providing documentation. Kathy Cunningham stated that it will be best to talk with Pat Zinga (Director, Financial Aid) for clarifications of the book loan voucher.

**Safe Zone Training Workshop**
Representative for this sub-committee was not present.

**News**
Kathy Cunningham and Chris Dewey were proud to announce that Juhelia Thompson will take over the Chair of the Student Development Committee for the 2009-2010 school year.

Meeting adjourned at 1:35pm.

Next Meeting: April 16th, 2009 at 1p.m.

Respectfully submitted,

Kathy Cunningham and Chris Dewey
Co-Chairs
Professional Development Committee: Meeting minutes for Senate

There have been 2 meetings of the Professional Development Committee since the last Senate meeting.

March 13th, 2009

- The committee members recommended potential new members to replace our 2 retiring faculty
- The nomination forms for Outstanding Adjunct Faculty have been distributed, and selection will begin shortly
- Potential Fall Faculty workshop activities/speakers suggested
- 2 new recognition awards: Distinguished Service Award and Excellence in Assessment Award were forwarded to the Office of the Vice President of Academic Affairs. Dr. Latham indicated that her office would be willing to provide recognition plaques, and arrange for awardees inclusion in recognition events. These awards would not have a regular (yearly) cycle, but would be awarded based on circumstances, as they arise
- The majority of our meeting was spent reviewing the Draft Proposal of the Center for Teaching Excellence (CTE) Design Plan, providing input, and forwarding that input to the Vice President of Academic Affairs

April 2nd, 2009

The following is a summary of the CTE Design Plan.

The process of the formation of the CTE— from its proposal, to inclusion in the Master Plan, to its implementation in the Fall of 2009—is a genuine example of shared governance, and commitment to teaching excellence. The relationship between the CTE and PDC will be a close one—both in proximity and services provided. The spaces will be adjacent in the E building, partially occupying the former PDC/Teaching & Learning Center, and the space formerly occupied by Upward Bound. Technology, equipment, library resources and meeting space will be shared by PDC/CTE, but there will also be designated space for each. The CTE will have a particular focus on assessment, curriculum and pedagogy, or “faculty as teacher”, and the PDC—along with its responsibilities for providing classes for mid-managers and classified employees—will focus on “faculty as employee”. Collaborative activities between the PDC and CTE for faculty will include: New Faculty Orientation, New Adjunct Faculty Orientation, Professional Development program for Tenure Track Faculty, and Fall & Spring Faculty Workshops.

The CTE will employ a Director and a Faculty-in-Residence (FIR), who will report to the Vice President of Academic Affairs. There will be an Advisory Committee, with representation from all academic areas on campus, an adjunct faculty member, and representatives from Assessment, Curriculum and Professional Development subcommittees of the Senate. Responsibilities of the Director and
FIR have been carefully outlined and delineated, and a Call for Applications for the FIR position was sent to Full time faculty as of last week, with hiring anticipated by the summer; the position is compensated with 3 hours of release time for each Fall and Spring semester.
The opening of the CTE is scheduled for the beginning of the new fiscal year 2010 (July 2009), with services up and running by Fall 2009.
Academic Support Committee
Meeting Minutes
April 6, 2009

Members Present: Larry Manno, Elvis Ortega, Bill Decker, Pat Hussey, Pat Prentis, Pat Zinga, Dubrvaka Juraga, Debbie Baness-King, Julie Gilbert, Rebecca Fournier

Guest: Joan Libner

The meeting was called to order at 2:00 PM in room D-313.

Joan Libner from the Nursing Department brought to the attention of our committee the issue of discussion board etiquette for online courses. Ms. Libner informed our committee that the Nursing Department has an on-line forum consisting of 205 students and 20 faculty members. The question arose as to whether or not there were guidelines in place for students and faculty so they are aware of the proper way to communicate with each other. Our committee offered to put together a hand-out on discussion board etiquette. This hand-out would consist of guidelines and etiquette for communication in online courses. We will complete this form at our next meeting, and we will distribute it to faculty so they may choose to include it in their course syllabi. Depending on the effectiveness of this form, we may explore the possibility of trying to institute a college-wide policy regarding discussion board etiquette for online courses.

The committee also finalized the Summer 2009 Academic Support Resources Sheet, and we will be distributing this to all faculty in May so that they may choose to include it in their summer syllabi.

Debbie Baness-King brought to the committee’s attention that Greening the Campus event (sponsored by the Green Committee) had events scheduled during our college hour on April 21. She had requested that we allow the April 21 college hour to reflect events that the Green Committee previously had scheduled. The committee agreed to this, as long as an informational session concerning on line courses could be held before the end of the semester. The committee also felt that an informational session would better serve this purpose, as topics could be more general. A college hour, based on the discussions that will arise at this informational session, could then be held sometime during the next semester. We are still trying to work out a date for this informational session.

Pat Hussey raised questions regarding the relocation of the ETRC and the proctoring services. This lead to a discussion regarding the proctoring services provided and the increase in demand over recent semesters. Deborah Baness King suggested that faculty share their suggestions and concerns with their Deans. A general conversation is pending with the Deans.

The next meeting will be scheduled on Monday, May 4 at 2 PM in room D-313. The meeting was adjourned at 3 PM.