Senate subcommittee meetings Spring 2010

Academic Assessment Committee
February 3rd
March 3rd
April 7th
May 5th
Regular meetings are from 2-3 pm in the CTE the first Wednesday of the month

Academic Support
February 1
March 1
April 5
May 3
All meetings will be held from 2-3.
Room TBA

Academic and Scholastic Standards
February 8, 2010
March 8, 2010
April 12, 2010
May 10, 2010
2nd Monday of each month at 2p.m. in F210

The College Curriculum Committee
meeting dates are
February 4th
March 4th,
April 1st
May 6th
All are at 2:30 in F102.

Marketing Committee
February 5th
March 5th
April 9th
May 7th
All meetings are 1-2 PM and held in J236.

Professional Development
February 23rd
March 23rd
April 20th
May 6th
at 2pm in the CTE

The Student Development Committee
meeting are as follows:
February 8
March 8
April 12
May 10
From 2-3pm in B209.

Quality of Life Committee
February 4
March 4
April 1
May 6
All meetings will be held at 2:30pm in E-209.
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:40 p.m.


Members absent: (voting) J. Wager, L. Dodt and A. Baldin

Resource Members present: (non-voting) N. De Mayo, V. Howard and C. Allcorn

Resource Members absent: (non-voting) P. Hadjimitsos, D. Baness-King, P. Jensen, Sujith Zachariah and D. Domin

Agendeec(s): A. Sharris, E. Bell, W. Griffin, A. Johns (for S. McClellan), J. Augustine, K. Anderson (for A. Reaves), D. Smith-Gaborit and K. Anderson

Visitor(s): J. Drosos and E. Behnke

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes November 16, 2009, passed unanimously by voice vote, with a change to list E. Bell only once for attendance.

K. Anderson noted that M. Enich will replace E. Charneia as a voting member on this Committee representing the career area.

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Course/Curr Proposals</th>
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<tbody>
<tr>
<td>Item</td>
<td>Readings</td>
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<tbody>
<tr>
<td>09-68</td>
<td>C206F</td>
<td>HIA/Rest Management</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-69</td>
<td>C206H</td>
<td>HIA/Hotel/Motel Mngmnt</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-70</td>
<td>C206L</td>
<td>HIA/Indust Admin Culin Arts</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-71</td>
<td>C206M</td>
<td>HIA/Baking and Pastry Deg</td>
<td>new curr</td>
<td>X</td>
</tr>
<tr>
<td>09-72</td>
<td>C406M</td>
<td>HIA/Cake Decoration Cert</td>
<td>new curr</td>
<td>X</td>
</tr>
<tr>
<td>09-73</td>
<td>C406N</td>
<td>HIA/Bread Baking Cert</td>
<td>new curr</td>
<td>X</td>
</tr>
<tr>
<td>09-74</td>
<td>HIA 100</td>
<td>Culinary Mathematics</td>
<td>new crs</td>
<td>X</td>
</tr>
<tr>
<td>09-75</td>
<td>HIA 128</td>
<td>Intro to Baking and Pastry</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-76</td>
<td>HIA 227</td>
<td>Adv Cake Decoration</td>
<td>new crs</td>
<td>X</td>
</tr>
<tr>
<td>09-77</td>
<td>HIA 274</td>
<td>Retail Bakery Management</td>
<td>new crs</td>
<td>X</td>
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</tbody>
</table>

D. Smith-Gaborit stated that all changes suggested at the November 16th meeting have been submitted. Motion to approve item numbers 09-68 through 09-77, passed unanimously by voice vote.

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<tbody>
<tr>
<td>09-78</td>
<td>C248V</td>
<td>Engineering Technology</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-79</td>
<td>ENT 116</td>
<td>Manufacturing Systems</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-80</td>
<td>ENT 117</td>
<td>Automated Machining I</td>
<td>rev crs</td>
<td>X</td>
</tr>
</tbody>
</table>
A. Sharris stated that the lecture and lab objectives have been separated. The textbooks listed on the course outlines are the current textbooks used. (9) will be added to the ‘Program Electives’ listing to designate the credit hours required.

Motion to approve item numbers 09-78 through 09-81, passed unanimously by voice vote, with suggested addition.

09-82 C207A Computer Info Systems    rev curr    X    approved
09-83 C207F Comp Ntwrk & Telecom Syst rev curr    X    approved
09-84 C307A Computer Info Systems Cert inactive curr    X    approved
09-85 C407M Network Management Cert    rev curr    X    approved
09-86 C407N A+ Microcomputer Tech Cert    rev curr    X    approved
09-87 CIS 140 Microsoft Word I    new curr    X    approved
09-88 CIS 142 Microsoft Word II    new curr    X    approved
09-89 CIS 145 Microsoft PowerPoint    new curr    X    approved
09-90 CIS 155 Intro to Elect Spreadsheets    rev curr    X    approved

Microcomputer Database
09-91 CIS 157 Management Software    rev curr    X    approved
09-92 CIS 161 Adv Electronic Spreadsheets    rev curr    X    approved

Advanced Database
09-93 CIS 167 Management Software    rev curr    X    approved
09-94 CIS 174 LAN Administration Windows rev curr    X    approved
09-95 CIS 176 LAN Admin: Windows Server    rev curr    X    approved
09-96 CIS 177 Introduction to UNIX    rev curr    X    approved
09-97 CIS 179 Advanced UNIX    rev curr    X    approved
09-98 CIS 201 A+ PC Maintenance & Repair    rev curr    X    approved
09-99 CIS 205 A+ Adv PC Maint & Repair    rev curr    X    approved
09-100 CIS 225 Local Area Networks delete curr    X    approved
09-101 CIS 250 Intro to Vis Basic Programming    rev curr    X    approved
09-102 CIS 253 Visual Basic Programming    rev curr    X    approved
09-103 CIS 255 Programming in C++    rev curr    X    approved
09-104 CIS 257 Database Programming    rev curr    X    approved
09-105 CIS 264 Intro to C# Programming    rev curr    X    approved
09-106 CIS 267 Adv Database Programming    rev curr    X    approved
09-107 CIS 277 Microcomputer Oper Systems    rev curr    X    approved
09-108 C407P Computer Applications Cert    new curr    X    approved
09-109 C407Q LINUX Professional Cert    new curr    X    approved
09-110 C407R Virtual Assistant Certificate    new curr    X    approved
E. Bell stated that ‘CIS 155 and CIS 161 prepare…’ should remain in the course description for CIS 155 and CIS. CIS 161 will no longer be repeatable.

Motion to approve item numbers 09-82 through 09-110, passed unanimously by voice vote with suggested changes.

09-117 BUS 107 Microsoft Office    rev curr    X    approved
09-119 BUS 120 Presentation Graphics delete curr    X    approved
W. Griffin stated that the lecture and lab objectives have been separated, as suggested at the November 16th meeting.

Motion to approve item numbers 09-117 and 09-119, passed unanimously by voice vote.

09-121 U224A09 Mass Comm – Multimedia    rev curr    X    approved
09-122 VIC 288 Video Editing    new curr    X    approved
A. Johns represented item numbers 09-121 and 09-122 for S. McClellan. Revisions were submitted as suggested at the November 16th meeting. M. Flaherty inquired if the class size and how it relates to LHEs have been clarified, as discussed at the last meeting. K. Anderson replied that the hours were adjusted, which addressed S. McClellan’s concern. C. Nichols questioned why the Physical and Life Science requirement was separated, one semester requiring Physical Science and one semester requiring Life Science. N. DeMayo replied that requirement is listed this way for student clarification, as they often take one of the requirements twice. A. Johns noted that the degree is three hours short in Fine Arts and
will be corrected by moving MCM 150 from the ‘suggested electives’ back into the required courses.
Motion to approve item numbers 09-121 and 09-122, passed unanimously by voice vote, with suggested change.

**NEW BUSINESS**

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<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>
<td>No.</td>
<td>1</td>
<td>2</td>
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<tr>
<td>09-123</td>
<td>C348B ENT/Design Certificate</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-124</td>
<td>C448S ENT/Machining Certificate</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-125</td>
<td>C548A ENT/Pro-E Adv Certificate</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-126</td>
<td>C548E ENT/AutoDesk Adv Certificate</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-127</td>
<td>C548F ENT/Adv Design Certificate</td>
<td>rev curr</td>
<td>X</td>
</tr>
<tr>
<td>09-128</td>
<td>ENT 103 Introduction to Automation</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-129</td>
<td>ENT 104 Electricity Fundamentals</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-130</td>
<td>ENT 105 Industrial Physics</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-131</td>
<td>ENT 111 Dimensional Metrology</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-132</td>
<td>ENT 115 Fluid Power</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-133</td>
<td>ENT 126 Design with Geomet Toleranc</td>
<td>delete crs</td>
<td>X</td>
</tr>
<tr>
<td>09-134</td>
<td>ENT 210 Manufacturing Processes</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-135</td>
<td>ENT 215 Basic Pro-E</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-136</td>
<td>ENT 218 Intermediate Pro-E</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-137</td>
<td>ENT 220 Advanced Pro-E</td>
<td>delete crs</td>
<td>X</td>
</tr>
<tr>
<td>09-138</td>
<td>ENT 232 Geomet Des, Layout &amp; Build</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-139</td>
<td>ENT 255 Autodesk Inventor Des &amp; Rend</td>
<td>rev crs</td>
<td>X</td>
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<tr>
<td>Mechanics for AutoCAD</td>
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<tr>
<td>09-140</td>
<td>ENT 257 3D Design and Rendering</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-141</td>
<td>ENT 259 CAD Customization &amp; Manag</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-142</td>
<td>ENT 260 Solidworks Design &amp; Render</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-143</td>
<td>ENT 290 Coop Work Experience</td>
<td>rev crs</td>
<td>X</td>
</tr>
<tr>
<td>09-144</td>
<td>ENT 291 Coop Work Experience</td>
<td>new crs</td>
<td>X</td>
</tr>
</tbody>
</table>

A. Sharris stated that all courses submitted have been revised to separate the lecture and lab objectives.
There was a problem opening the ZIP file submitted for the November 16th meeting, therefore the first reading is being waived for ENT 291, which is a new course that requires two readings.
K. Anderson commended A. Sharris on all of her hard work in revising her program. The prerequisite for the Coop courses were questioned, as they differ from other Coop courses. C. Antonich stated the Coop course prerequisites should be consistent.

**N. DeMayo suggested adding, ‘formerly…’ in the course description for ENT 210, which is being changed to ENT 127.**
Degree Audit will recognize the change in course number, as the courses are linked in the system.

Motion to approve item numbers 09-123 through 09-144, passed unanimously by voice vote, with suggested change.

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<th>Course/Curr</th>
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<tbody>
<tr>
<td>09-145</td>
<td>C318A Medical Assisting</td>
<td>rev curr</td>
<td>approved</td>
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</tbody>
</table>

K. Anderson represented item number 09-145 for A. Reaves, who was unable to attend. BUS 109 was withdrawn; therefore it has been replaced by CIS 140 in C318A. The title should read, ‘Microsoft WORD I’ for CIS 140 and the total for semester two should read ‘15’.

Motion to approve item number 09-145, passed unanimously by voice vote, with corrections.

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<th>Action Taken</th>
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<tbody>
<tr>
<td>09-146</td>
<td>U230A30 Pre-Profession</td>
<td>rev curr</td>
<td>approved</td>
</tr>
<tr>
<td>09-147</td>
<td>EGR 100 Engineering Lecture</td>
<td>delete crs</td>
<td>approved</td>
</tr>
<tr>
<td>09-148</td>
<td>EGR 154 Engineer Statics &amp; Dynamics</td>
<td>delete crs</td>
<td>approved</td>
</tr>
<tr>
<td>09-149</td>
<td>EGR 207 Thermodynamics</td>
<td>delete crs</td>
<td>approved</td>
</tr>
</tbody>
</table>
E. Bell stated that the above Engineering courses have been deleted, as there was no interest in these courses and they would not be offered in the future. These courses were attached to the Pre-Profession curriculum, which has been adjusted to accommodate these deletions. The courses could not be utilized by the Physics department as they are currently listed, and new courses would need to be developed.

Motion to approve item numbers 09-146 through 09-153, passed unanimously by voice vote.

J. Augustine stated that CJA 106, a new course, was developed to replace the PSA course, which was deleted through the Continuing Education Office. The Criminal Justice Administration (CJA) department is housed under the credit area and was never responsible for the Police Science Administration (PSA) courses, which were housed under the Continuing Education Office, but was utilized by the CJA area. The Criminal Justice program will be short of hours, due to the deletion of the PSA courses, therefore CJA 106 was developed. CJA 106 is a variable-credit course that can be offered for either one credit, for certificate-seeking students or for two credits for degree-seeking students. K. Anderson noted that J. Augustine requested that the first reading be waived, as this course is needed in his curriculum and would also effect reimbursement, if not addressed now. The Police Science Academy was instituted by N. Jason, who was the former coordinator for the Criminal Justice Administration program. Civil liability has been added to the two-credit hour offering and self defense is the main focus for the one-credit hour offering. C. Antonich inquired if this course can be used in Criminal Justice and NERMET. J. Augustine replied that it can be utilized by both and that is the reason the course was developed.

Motion to approve item numbers 09-154 and 09-155, passed unanimously by voice vote.

K. Anderson stated that the Committee for Accreditation of Respiratory Care programs (CoARC) withdrew from CAAHEP and is going to now be a separate agency to accredit programs, as the fees were too high, therefore the program description in the catalog needed to be adjusted to reflect this change. RSC 100 is a seven-week very extensive course. To ensure a lower attrition, the course methodologies have been changed. The class should end at 11:45 and more often than not, the class would go until 12:00 or 12:15. The credit value did not match the time spent in class, therefore the credit and lecture hours were increased from three to four. The PSC 150/HIS 151/SSC 190 option was deleted and the Humanities requirement was raised from 1-3 to 3, since the State has withdrawn the Public Law 193 requirement and by increasing the Humanities requirement to three credits, the students who intend to transfer will have a seamless transition.

Motion to approve item numbers 09-156 and 09-157, passed unanimously by voice vote.

INNOVATIVE IDEAS: 

OTHER:

A) Program Improvement – K. Anderson

K. Anderson stated that information was collected and discussion will occur at the February meeting, along with a proposal. She inquired if anyone had any thoughts/ideas since the last meeting in November. K. Anderson will provide some ideas for discussion at the February 2010 meeting. C. Nichols inquired if the Committee is still recruiting people. K. Anderson replied that they are. The Program Improvement Committee has been extremely helpful for J. Libner, A. Sharris and a number of other faculty that are trying to improve their programs. A. Latham stated that the need for a Program Improvement Committee is still under discussion, as the process is redundant with the ICCB’s Program Review. D. Dominy, Curriculum and Instructional Designer would be available for advising, but this is not publicized at this point. K. Anderson noted that it would be advantageous to have D. Dominy as part of the Program Improvement Committee. The ideas that are presented benefit all in attendance. A. Latham stated that everyone needs to rethink the time spent at the College Curriculum
Committee meetings, as there are tasks at this meeting that can be accomplished at another venue. The College Curriculum Committee meeting is a sub-committee of Academic Senate and should use its time more wisely. Ideas are needed on how to proceed. One idea is to develop a sub-committee to include D. Dorr and others with curriculum expertise to address issues, i.e. grammar, spelling, etc. that should not be reviewed at this meeting. A. Latham is aware of the extensive amount of time taken at this meeting that could be spent outside of this Committee. K. Anderson added that this process is now a part of the curriculum planning meeting, and items that need extensive revisions will not be placed on the agenda until the corrections are made. This change should improve the flow of the meeting and minimize or eliminate the need for the committee members to spend so much time correcting errors that should have been made by the individual submitting the items. She also encouraged the college to reconsider the purchase of Curriculnet, as it would make it easier for the submitter to complete the documents and ensure the errors were eliminated before submission. In addition, the process for submission to ICCB would be much smoother and less time consuming. The majority of community colleges in Illinois have already purchased this program.

K. Anderson noted that a change will be made to the meeting dates for the Fall meetings. Currently there are two meetings held in November to accommodate ample time for the submission of Study Committee recommendations, which is a part of the Orderly Withdrawal process. The Orderly Withdrawal memo submitted to the Committee by the deans previously had a deadline of the October meeting in the past faculty negotiated agreement. The Faculty negotiated agreement has now been changed to reflect that the Orderly Withdrawal memo can be submitted to the College Curriculum Committee at any time of the year. The two November meetings had to be scheduled around the ACCCA meeting, which most administrators attend, and also the Thanksgiving holiday. K. Anderson proposed, because of the increase in volume of items, to meet twice in October and once in November and once in December. M. R. Moore suggested adding another meeting to address the increase in volume. J. B. Halpin added the problem is with having to submit items to the dean in August to be able to make the first fall meeting in September. K. Anderson stated that the faculty are always encouraged to submit their items earlier. The Committee will still meet only once a month in the spring semester. M. R. Moore stated that the volume is not the issue, but the process to make it more workable, as these meetings last from 2 1/2 plus hours. How can we improve on the process is the question. E. O'Connell questioned if there is a recommendation. C. Antonich suggested that now is the time to look at how other colleges conduct their CCC meetings and concurred with M. R. Moore that grammar and spelling should not be reviewed at this meeting and should have been done prior to coming to this venue. C. Antonich will need to review submissions for accuracy, especially the new programs, prior to being sent to the ICCB for approval, as there are still discrepancies that need to be addressed. K. Anderson added that Curriculnet would be a great asset to streamlining the curriculum process. Items should not be brought forward until they have been scrupulously reviewed and are ready for the Committee. Curriculnet would automatically catch all of the discrepancies, but the decision was made to not purchase this service at this time. The items that are not ready to be put on the agenda have been sent back to the submitters. The deans' submission deadline is currently one week prior to the CCC submission deadline, to allow ample time for review by the deans. R. Connor stated that is not ample time to look at grammar and punctuation. A. Latham stated that this was discussed last year that teams should meet outside of this committee to review and filter items before they come to the Committee. One on one meetings is another option. The deans get submissions at the last minute and there is not ample time to review the items. A. Johns stated that there is a greater level of disciplines on different levels. K. Anderson stated that the agenda in February is generally short and she asked the Committee to think about our process and how much time the deans require for review, possibly having the submitter meet with them one on one. C. Alcorn inquired how much time is spent looking over the material and how much of the material is looked over before coming to the Committee. S. Collins replied that she does read all of the submissions and the time spent on reviewing the items is dependent on many factors. C. Antonich stated that everyone needs to familiarize themselves with the ICCB’s rules and perhaps this is a training issue, as the new faculty are not aware of the rules.

K. Anderson stated that the next meeting will be the first Thursday in February and wished everyone a wonderful holiday and will see everyone in the New Year.
Adjournment: K. Anderson adjourned the meeting at 3:50 p.m.

Submitted by: K. Anderson, Chairperson

Susan Misasi Maratto

Recording Secretary
Marketing Committee  
February 5th, 2009  
1:00 PM  
J236  

MINUTES

I. Call to Order
Present: Paul Bhasin (Chair), T. Olson, A. Salzman, A. Johns, J. Cadero, J. Grigalunas, Q. Martin, M. Garrity

II. Announcements

III. Agenda Items:

1) Online Marketing Request Tool suggestions (from T. Olson) for faculty and discussion
Tom Olson remarked that the new tool has been successful due to its ability to accommodate several request components as part of one general request. Tom also shared that faculty need to allow two weeks turnaround time on most small projects (i.e., program flyers), with a one-week window before a marketing representative will make contact to discuss their request if needed. He admonished against last minute requests as well as last minute additions to the request.

2) Departmental URL on Business Cards
Tom Olson mentioned that he believes it possible to add a departmental URL under the faculty's name/title on the right hand portion of a business card (i.e., www.triton.edu/theater). He will report to the committee Chair his findings in the coming days.

3) College Web Site
Mike Garrity updated the committee on the status of the college web site. Both design and content management firms have been selected. The redesign process will include preserving the most functional and efficient components of our current web site, while making faculty updates easier and more intuitive (and with more options). Mike also shared that the faculty departmental web assistant paradigm will continue (whereby one or more faculty/staff have access to department content and will be responsible for updating the content). The IS department will assist in designing departmental pages, but will leave content updating to faculty. Training is available for faculty interesting in being web assistants in their department through IS/PDC.

4) Information Dissemination
A discussion related to improving the findings/work of the marketing subcommittee was held in the interest of making sure Senators were sharing with their respective departments helpful suggestions/initiatives related to campus marketing (i.e., business cards, department www sites, recruitment).

IV. Adjournment
QUALITY OF LIFE COMMITTEE
Meeting Minutes from February 4, 2010, 2:30 p.m.


Blinds in Classrooms: Christina indicated that some classrooms, such as E203, are still without any blinds. She asked when this issue would be remedied. Steve M. said that he was uncertain and would bring this issue to John L.

Heating Problem in Classrooms: Christina informed that group that she had received some calls regarding heating issues in some classrooms (E313). Again, Steve said he would research this further with John L.

Painting of Offices: It was brought up that the current paint we use for our offices consists of unpleasant fumes when first used. Christina asked if it would be possible for faculty to purchase their own environmentally friendly paint for the painting of their offices. There was some discussion regarding ensuring the proper procedures be followed, such as submitting a work order and using Board approved colors. Dean Baldin agreed that this is a Quality of Life issue and should be further pursued. Steve indicated that he will check on the prices of such paints and see if it would possible to purchase those paints in lieu of the product Triton is currently using.

Way finding/Signs: Christina initiated the conversation of way finding and the fact that temporary stickers are still being used in the classrooms, with some of them no longer being affixed. It was thought this project was going to be completed over this past holiday break. Steve indicated that he was unaware of the specifics of this project but would report back to the group at the next meeting. Kathy D. suggested that timelines letting us know the status of such projects would be beneficial in terms of communication and a general understanding. Jon G. suggested that perhaps updates on current projects could be posted on the computer which may assist in reducing confusion regarding such projects. Everyone agreed that this was a good idea.

Classroom Capacity: Christina indicated that information regarding room capacity needs to be addressed. Information on RALPH is not always updated as furniture in these classrooms change. Dean Baldin agreed that this is an important issue and one that is often complicated by constant changes. Jon informed the group that there is a working committee which is addressing this issue which requires an actual physical count of space capacity in each of our classrooms. He indicated that this issue becomes particularly important as we transition to a new computer program.

Crisis Management Training: Jeff updated the committee regarding Crisis Management Training. He indicated that there is information on their website regarding training opportunities on
Software Inconsistencies: Kathy questioned why there are inconsistent software versions on campus. She indicated, for example, that our office computers have PowerPoint 2007 while the classroom computers are equipped with the 2003 version. Richard indicated that the goal of the College is to eventually become standardized. They are currently testing the 2010 version of PowerPoint. The College does not want to transition to the 2007 version when in a few months we could be purchasing the 2010 version. Steve did indicate that faculty may obtain a patch which allows 2003 to read 2007. The question still arose why more standardization of software does not exist across campus. Richard will report back to the Committee next month on this matter.

Parking: The issue of parking was addressed, specifically, why there is not faculty/staff parking. Some committee members commented that they have to park quite a distance when they arrive in the morning. It was commented that it was agreed awhile back that no parking lot would be designated a faculty/staff parking lot. However, there is a parking lot task force on campus that is looking into this issue. Jeff S. also informed that members that a special pass to park in the gated B lot is available through the Police Department for a $5.00 fee. Committee members were surprised to find this out - many never knew they were able to purchase such a pass. This issue will continue to be discussed.

Quality of Air: Kathy S. indicated that because many offices have no windows and/or the windows are unable to be opened, the air quality in many offices is extremely poor. She further stated that many staff in her department have become ill this past season due to this issue. She asked whether there was anything that could be done to address this matter. The specific questions to be addressed are: What do we currently do in terms of air quality testing, how often do we do it, and can we improve upon that process? Steve indicated that he will approach John with this matter and report back to the group.

Snow Removal: There have been some complaints regarding early snow removal in some lots. Steve commended John L. on his concern over this matter and indicated that John is extremely proactive regarding the removal of snow on the campus. Unfortunately, it also takes time to remove snow and some lots may have not been plowed yet when faculty start arriving for their classes. Steve and Jeff both suggested that if anyone has an issue regarding snow removal they should contact the police and/or maintenance immediately.

Progress of Electronic Classrooms: Jennifer asked if the committee could receive a status report regarding the progress of electronic classrooms. Richard indicated that those rooms that were scheduled to be updated are still slated for updates. Once the supplies arrive, the updates will be installed. Richard also
indicated that for those interested, they may contact the AV department and request the permanent use of a computer cart for a classroom. There are currently 10 portable carts, with 10 more ordered.

**Next Meeting:** Thursday, March 4 at 2:30
Academic Support Committee  
Spring 2010  
Meeting 1 Minutes (February 1, 2010)

The meeting was called to order at 2 PM.

In attendance: Larry Manno, Pat Hussey, Pat Presntis, Debbie Baness-King, Amanda Turner, Quincy Martin, Lizette Rivera, Dubvraka Juraga, Elvis Ortega, Rebecca Fournier, Lucy Smith

Important Points:
- Debbie Baness-King reminded everyone about the relocation of the ETRC. She also discussed the appointment-based system for students using the testing center. An e-mail will be sent to faculty to inform them/remind them of these procedures.
- Larry and Lizette gave an update on the textbook rental committee. The next meeting will be Thursday, February 11 at 1 PM (room to be announced).
- The committee discussed ideas for the college hour about an orientation for students taking on-line courses. The college hour will be held on Thursday, February 25 at 2 PM. The college hour will be run by members of the Academic Support Committee and Academic and Scholastic Standards Committee. The discussion will center around the feasibility of creating an orientation for students taking on-line courses.

The meeting ended at 2:45 PM.
Triton Academic and Scholastic Standards Committee Meeting Minutes from December 7, 2009

Members present: Melissa Batai, Julie Gilbert, Bill Griffin, Ellen O’Connell, Emily Reabe, Lizette Rivera, Teresa Romano, Amanda Turner, and James Whitmer, Susan Collins

1. Approval of minutes from last meeting
   a. Amended wording in number 5 prior to approval of Nov. meeting minutes
   b. Ellen moved to approve
   c. Bill seconded
   d. Unanimous Approval

2. Next Meeting February 8, 2010 (will return to second Monday of the month)

3. Comparable Credit
   a. Tabled until February; Emily and Amanda will meet prior to the next meeting and have information to the members of the committee prior to the next meeting
   b. Amanda has sent out emails to deans regarding proficiency tests; has received information from some deans waiting on responses from others

4. On-line Courses
   a. Larry Manno is awaiting a response for a date for college hour in spring to discuss on-line course requirements
   b. Academic and Scholastic Standards Committee members invited to attend Academic Support Meeting on Wednesday, December 9, 2009 at 2pm, located in B211. Will be discussing suggestions for online teaching
   c. If members have recommendations for standards for online course submit to Julie

5. Online Course Recommendations by Academic & Scholastic Standards Committee
   a. Committee forwarded a recommendation for students to take an online readiness exam
   b. Recommended having a page dedicated to resources needed to be successful for on-line learning and readiness link on a slide during New Student Orientation
   c. Recommended providing a hand-out to students regarding online courses after completion of the placement test
   d. Does RALPH have the capability to track if a student completes the self-assessment for on-line learning, so the student would not need to complete the assessment multiple times?
   e. Is there any way to flag new online students, so they can complete the online orientation?
   f. James recommended having an enrollment facilitator during Peak Registration dedicated to online course information
   g. Necessary for the college to disperse information regarding the requirements of an online course
   h. Recommended faculty who teach online courses have weekly deadlines for assignments; create guidelines
   i. Recommended workshops through the CTE on how we can engage students online
6. SAVI Evaluation
   a. Recommended Panos present to faculty on how to read, translate, and how to use it, during spring faculty workshop

7. Star Students
   a. Students should know prior to the end of the semester

8. Other
   a. Julie will work with Tracy to find an educational psychologist to present a workshop through the CTE
   b. Student feedback forms tabled until February
      i. For faculty use only
      ii. Homework: Think about questions to evaluate course to continue improving the course

9. Adjournment
   a. Bill moved to adjourn
   b. Julie seconded
   c. Unanimously approved
ASSESSMENT COMMITTEE
February 3, 2010
2:00 PM
E-210

MINUTES

Members in attendance: Sue Rohde, Tom Porebski, Sue Collins, Dan Domin, Joan Libner, Annette Ajko, Mary Casey-Incardone, Maria Tereza Dyer, Jose Delgado, Maxi Armas, Maureen Musker

A. December minutes approved.

B. Professional Development
   a. Illinois Community College Assessment Fair – We discussed the fact that due to budget constraints, if any committee members want to attend this event, they will need to use their own professional development funds.
   b. The situation is the same for attendance at the HLC Conference.
   c. The committee chair plans to attend both events. She will email links for these events to all committee members.

C. Budget - We had an extensive discussion about how to proceed with our Assessment Liaison proposal and decided it was important to resubmit for the next budget cycle. The chair will look into any potential grants for assessment.

D. Program assessment update – We reviewed the program assessment status report. Members provided updates where applicable. Dan Domin, CTE Director, updated the committee on progress with Program Assessment Plans. He is currently focusing on working with A&S and Tech programs.

E. Planning ahead – the -EAR of PEAR
   a. Aside from individual meetings with the CTE Director, program contacts will be able to get help and advice at the committee’s Brown Bags this semester. The focus of these will be on collecting, analyzing, and reporting data. Tenure track faculty will be invited to the March meeting.
   b. Create and distribute timeline – As it’s important for programs to close the loop and complete an assessment cycle, the committee will create and distribute a Spring 2010 timeline of submission dates and Brown Bag sessions.
   c. Resources
      i. Reporting form – Members discussed the reporting form Dan has created and recommended the addition of a budget checkbox for plans of action. The hope is that this is a step toward tying assessments more clearly to the Master Plan and budget process. Dan will email his draft of this form to Maureen who will send it to the committee for review.
      ii. Web page – Jose Delgado volunteered to help update the committee web page. Maureen and Jose will meet to review the page once both have clearance to update it.
      iii. Blackboard – Maureen will work on the shell and report progress at the March meeting.
ACTION ITEMS:

Maureen Musker will:
- Update status report and reload to the committee web page.
- Resubmit Assessment Liaison Proposal for the new budget.
- Email assessment conference links to committee members.
- Create a Spring 2010 Assessment Timeline to distribute at the next Senate meeting and email to the faculty list.
- Contact Jonathan Paver about inviting tenure track faculty to the March Brown Bag.
- Forward the program assessment report template to committee members upon receipt from Dan.
- Meet with Jose to update Committee’s Cubelt page.
- Investigate assessment grant opportunities.
- Continue to work on the Blackboard shell.
- Schedule an Assessment Platform Task Force meeting.
- Follow up on adjunct and student committee member candidates.

Dan Domin will:
- Send the Program Assessment Report form draft to Maureen when complete.
- Continue to contact programs to arrange one-on-one meetings on assessment plans.
- Keep the committee informed on progress of those meetings.
- Facilitate Spring 2010 Brown Bag sessions.

Jose Delgado will:
- Meet with Maureen to update the committee’s Cubelt page.

Committee Members will:
- Consider attending upcoming assessment conferences.
- Provide feedback on reporting form upon receipt.
- Contribute to program assessment efforts in their areas.
- Attend Spring 2010 Brown Bags when possible.

Next Meeting – March 3, 2010 from 2-3 pm in the CTE.