Academic Assessment Committee
May 5, 2010 2:00 pm
CTE - E-210

MINUTES

Attending Members: Maria Tereza Dyer, Susan Collins, Sue Rohde, Joan Libner, Mary Casey-Incardone, Will Edwards, Maureen Musker

A. April meeting minutes approved (Susan Collins/ Sue Rohde)

B. Program Assessment
   - Annual Report – We discussed how to proceed with Triton’s Annual Assessment Report. We have tentatively decided to make it an electronic file, a folder containing all the pertinent documents for a given academic year. It will be a more fluid than fixed document. At a given point, though, additional documents, like the annual timeline and an overview of the year’s work and future plans will be added to the folder. Once that happens, a new folder will be created for collection of the next set of documents. We will publish some copies (number still to be determined) in hard copy form. For this year, we will have one folder for the foundational documents and one for this year’s Program Assessment plans and reports. These folders will be up on the assessment webpage.

C. HLC Review
   - Conference update – Maureen and Will shared updates from the HLC conference
     o Meaningful assessment to improve student learning versus accountability and compliance – new process, “Pathways” in the future
     o Compliance may eventually be a federal mandate
     o Importance of sharing assessments, not just collecting them
       • Fall Faculty workshop – discussed asking for a brief time slot for volunteers (committee members) to share the program assessments from their areas.
       • Spring Faculty Workshop – discussed the idea of having a breakout session for assessment sharing
   - Mandated Report – Maureen is in contact with Marge Stabile regarding the assessment portion of her document. We discussed a few issues raised in that interaction, like:
     o connecting assessment more to curriculum
     o emphasizing sharing sessions to make sure action plans are being followed up on
     o developing a long-term plan for the committee

D. Program review
   o Re-establishment of Program Improvement Committee
   o We discussed how the committee could help with this process in the future.
   o Potentially aligning program assessments with ICCB cycles

E. Webpage – Establish a link to the Assessment Blackboard shell with a login and password reminder.

F. 2009-2010 Highlights reviewed
G. Looking Ahead

- 2010-2011
  - Revisit Gen Ed outcomes and develop a plan
  - Committee rubric for reviewing plans and reports
  - Blackboard shell

Next Meeting – September 1, 2010 from 2-3 pm in the CTE.

Submitted by Maureen Musker.
ACADEMIC ASSESSMENT COMMITTEE 2009/2010 HIGHLIGHTS

- Follow-up on assessment documentation to include forty programs with foundation documents (Program goals, outcomes and mapping) on record.
- Progress implementing the Program Assessment cycle throughout the year, involving the active participation of 32 academic programs.
- Helping with the creation of assessment documents, including Program Assessment planning and reporting forms.
- Participation in an Assessment Webinar conducted through the CTE.
- Continuation of monthly Assessment Brown Bag get-togethers, open to all, (in addition to monthly committee meetings), focusing largely this year on providing assistance with issues arising from assessment planning, data collection and reporting.
- Regular updating of the online status report to track assessment documentation.
- Review of the Assessment Web page to determine improvements to this resource.
- Creation of and ongoing work on an assessment Blackboard shell for easier document submission.
• Committee member attendance at the Illinois Community College Assessment Fair and the HLC Annual Conference
College Curriculum Committee

CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:35 p.m.


Members absent: (voting)  T. Porebski, J. Wager, M. Enich, R. Connor and A. Latham

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

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

Agendee(s):  E. O’Connell, J. Drosos, A. Johns (for S. McClellan), J.B. Halpin, L. Dodt, J. Gilbert/W. Griffin, S. Collins (for J. Libner), K. Anderson and C. Antonich

Visitor(s):

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes April 1, 2010, passed unanimously by voice vote.

K. Anderson read a memo from the President, which was presented at Academic Senate by K. Anderson and provided by E. O’Connell regarding the electronic poll taken for recommendation to withdraw the programs due to fiscal constraints. The majority voted to retain the programs. The deletion of the two Nuclear Medicine courses was supported. Information regarding Program Improvement was not included in the President’s recommendation. The President does not support the Academic Senate recommendation to retain the RSC, ACR, INT, MKT and Leadership for Paramedics programs. The electronic vote by the CCC was ten to retain and four to withdraw the RSC and Leadership for Paramedics programs; and six to retain and three to withdraw the ACR, INT and MKT programs.

OLD BUSINESS

None

NEW BUSINESS

<table>
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<th>Item</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
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E. O’Connell stated that MAT 116, which was listed as a general education requirement was removed from both programs, as this course does not meet the general education requirement.
Motion to approve item numbers 10-14 and 10-15, passed unanimously by voice vote.

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A. Johns represented item numbers 10-40 through 10-42 for S. McClellan. The prefix has been changed from journalism (JRN) to Mass Communication (MCM). K. Anderson noted that when revising courses that are or intended to be IAI courses, the IAI course description should be added above the current course description for comparison. *(formerly...)* will be added to the new course descriptions. If the courses are currently IAI approved and no content is changing, they can be used as IAI courses in the fall.

Motion to approve item numbers 10-40 through 10-42, passed unanimously by voice vote.

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J. Drosos stated that there were many Hospitality International Institute (HII) courses, eight of which were never offered and have been deleted, as there was no demand. The remaining ten courses have been changed to HIA prefix. These changes should have occurred many years ago. Previously, the title of the program was not agreed upon, that is the reasoning for having two departments, Hospitality International Institute (HII) and Hospitality Industry Administration (HIA). K. Anderson questioned HIA 115 (two credits) or ACC 100 (three credits) is noted as fulfilling the Math/Science general education requirement, which is three to four credits. *The superscript number one will read, ‘ACC 100 meet the Mathematics and/or Science general education requirement.’* PSC 150 will remain as an option with SSC 190 and HIS 151. V. Howard suggested changing the terminology from ‘suggested electives’ to ‘program electives’ as they are program specific courses. N. DeMayo suggested adding ‘formerly’ to each course that has changed prefix, number or title. J. Paver questioned how long ‘formerly’ is listed in the catalog. S. Marato responded that will remain from three to four years so that the current and former students are notified.

Motion to approve item numbers 10-43 through 10-63, passed unanimously by voice vote with suggested changes.
J.B. Halpin stated that these changes were made due to the withdrawal of the Interior Design program due to fiscal constraints. INT 160 and 212 have been moved to the Architecture program (ARC prefix), along with changing the prefix for three construction (COT) courses. Some course numbers also had to be changed. ‘formerly’ will be added to all course prefix, title, number changes. Three BIM course titles have been changed to reflect ‘Revit’ software. CAD has been removed from ARC 129 and 260 and more computer graphics have been added, therefore the change in titles. These changes are also reflected in the programs they are attached to. K. Anderson noted that the topical hours for COT 142, 258 and 291 should total 45 instead of 15 and the preparer needs to be added to COT 258. The textbook year is missing for INT 160.

Motion to approve item numbers 10-64 through 10-83, passed unanimously by voice vote, with suggested changes.
K. Anderson welcomed L. Doott back to the Committee, as she was previously a long-standing member. L. Doott thought that she was replaced due to her class schedule conflict but is now able to return as a member. L. Doott stated that the changes have been made as a result of curriculum review. The press production hands-on courses have been removed and replaced with more art and photography courses. The printing information was incorporated in some of the courses. When she began in ACD, the production component was important. Now the priority is geared more towards graphic design experience. These changes will benefit the program and students. The old course outlines were replaced with the current course outline forms. N. DeMayo suggested removing ‘recommend’ from the ‘program electives’ in C4480.

Motion to approve item numbers 10-84 through 10-100, passed unanimously by voice vote, with suggested change.

J. Gilbert represented item number 10-101. J. Gilbert stated that the total program hours have been reduced to emulate other two-year school offerings. BUS 107 was added as an option with CIS 101, along with other changes. The program description was also revised. An email was sent to E. Bell and T. Porebski notifying them of the changes to the Accounting program that affect their areas. A note will be added stating the ECO 102 meets the Social and Behavioral Sciences general education requirement. S. Martella questioned why MKT 125 was removed from the electives listing as this course is being revised and will be housed under the Business area. A. Baldin replied that MKT 125 will be removed from the Accounting program at this time and may be added at a later date. ‘Electives’ will be changed to ‘Program electives’. W. Griffin stated that his intention is to bring more rigor to the program. J. Paver questioned if it is in the student’s interest to remove ECO 103, Microeconomics from the program requirements and adding to the program’s electives, as this course fulfills a Social and Behavioral Science general education requirement. J. Gilbert replied that some of the two-year schools listed ECO 103 as a requirement and some did not.

Motion to approve item number 10-101, passed unanimously by voice vote with suggested changes.

S. Collins represented item number 10-102 for J. Libner. The only change to NUR 145 is to the course prerequisite. K. Anderson noted that if the course fee is to change, it must be submitted separately to the Board of Trustees for approval. S. Collins stated she will submit this change.

Motion to approve item number 10-102, passed unanimously by voice vote.

INNOVATIVE IDEAS:  

OTHER:

A) Sample Syllabi – K. Anderson

K. Anderson questioned how to proceed with the revision to the information provided on the course syllabus and course outline, as previously discussed at the April 1st meeting. S. Maratto stated that the IAI and four-year schools are requiring the course syllabus, along with the course outline when reviewing a
course for transfer credit and approval by either the IAI Major or General Education Panels, especially if the course includes a lab. The course outline has been updated to include the IAI codes, which is now required by the ICCB. K. Anderson added that the lecture and lab objectives must also be separated on the course outline and should also be on the course syllabus. **K. Anderson will suggest revisions to the Course Outline. The Board Policy will also be included in the packet for May. She will review the ICCB and HLC requirements and add these requirements and provide suggestions for revisions for the May meeting.** M. Flaherty added that each department does an in-depth syllabus for the adjunct faculty and noted what J. Frye previously stated that we may get into trouble if what is approved by the State is different than what we’re offering. K. Anderson suggested making a list of everything in the Board policy. P. Hadjimitos added to make sure the course objectives are included in the syllabus, as the Higher Learning Commission (HLC) is under the impression that is what the student sees, but in reality they don’t, because the objectives are only listed on the course outline. This needs to be communicated to students on their syllabus. He concurred with M. Flaherty to do the minimum required. We do not want to make the course syllabus too busy and not allow for academic freedom. The HLC will see this change when they come for the site visit. M. Flaherty stated that is unlikely to happen in his department. J. Paver questioned if the course objectives are the same on the course syllabus and course outline. K. Anderson replied that they should be the same, as that is what is approved by the ICCB, but methodology may vary, depending upon the pedagogical preferences of the instructor. C. Allcorn suggested that the entire adjunct faculty be notified. K. Anderson stated that including a listing of the course objectives and how the students are assessed is what the HLC is requiring.

B) **Inactive Programs – C. Antonich**

C. Antonich stated that when a program is inactivated, the institution no longer accepts new students into the program. S. Maratto added that this is also the first step in the process for Orderly Withdrawal, according to the ICCB Administrative Rules. K. Anderson added that if a program is inactive for less than three years, it is a much easier process to re-activate, whereas if a program is inactive for more than three years, a more extensive Form 20 would be required to reactivate the program. She mentioned that the purpose of inactivation is to provide time to re-evaluate the program to determine if it should be re-activated. Each fall the inactive programs are brought to the Curriculum Committee to notify those departments for their intent on whether or not to re-activate or withdraw before the three year span is up. J. B. Halpin recently re-activated one of her programs. K. Anderson stated that the reason for two meetings this April to accommodate the volume of changes/deletions due to the withdrawal of the programs.

Adjournment: K. Anderson adjourned the meeting at 3:35 p.m.

Submitted by: 

K. Anderson, Chairperson

Susan Misasi Maratto
Marketing Committee
April 16th, 2010
1:00 PM
J236

MINUTES

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

II. Agenda Items:

1) Program Brochures Update: Sujith Zacharias felt that the new Program Brochures (with tear off cards) are good marketing pieces to respond to students expressing interest through high school visits, college fairs, internet requests, etc. However, the tear off cards have not been returned in great numbers, since most of the program information is already on the brochure. Apparently, only about 20 tear off cards have been returned - Zach feels this could be improved by changing the wording on the cards to “Would you like a faculty member to contact you regarding a specific program”.

2) Program promotion: Allen Saltzman expressed confusion as to the status of program recruitment (at the HS level) for the Learning Communities. Promotion/recruitment for this area seems to be the source of confusion for those involved. It was agreed by all that video spots would help promote college programs, similar to spots already produced for some of Triton’s programs. Tom Olson mentioned he would follow up with VP Stabile as to who the appropriate person is to help produce video spots for program promotion in the future.

3) Current events on upcoming Triton Website: a strong suggestion was made by the committee that a thoughtful, pronounced visual component of the new home page should be current events – this includes performances, special workshops, campus happenings, etc. We currently have a system that requires the visitor to “know what they are looking for”, so to speak. The “Campus Calendar” interactive tool is not specific, nor updated with all events. Individual departments must send event information to IS in order to have the information present on the calendar – but all agreed that more attention is needed to this essential component of college promotion.

III. Adjournment
Student Development Committee Meeting Minutes
April 12, 2010

Members Present: Juhelia Thompson (Chair), Mary Casey-Incardone (Co-Chair), James Gray, Mary Rita Moore, Elvis Ortega

II. Absent- Aaron Saunder, Amanda Turner, Emily Reabe, Irma Gonzalez, Jamie Brisco-Ricks, Jose Delgado, Patricia Knol, Rebecca Fournier, Quincy Martin, Gabriel Murphy, Kathy Cunningham, Kathy Deresinski, Renee Wright, Rob Connor, Sandra Berryhill

I. Topics for Discussion (New Business)

1. Our New Student Online Orientation program is live and located in the Student Portal, as of our meeting date 77 students completed the program.

2. Elvis discussed the changes in the Academic Success Center in regards to services and hours of operation.

3. Began the discussion about Fall 2010 initiatives

Meeting Concluded at 2:30.
Minutes: Professional Development Committee Summary for the Academic Senate

Meeting: April 27th, 2010 2:30pm
Attendees: Mary Bielski, Liz Brindise, Dan Domin, Gabriel Guzman, Pat Knol, Peggy Murnigham, Preet Saluja, Renee Wright

The majority of the committee’s efforts focused on brainstorming for the Fall Faculty Workshop. Seven initial breakout session options were proposed:

• Classroom techniques to create connections and community (Intensive student engagement and creating personal connections)

• Tips to Teach your Students How to Study (college readiness)

• Expecting more from our students – Team work and other assignments that push our students (intensive student engagement)

• Plans and Pathways – How academic plans and counselors can help your students succeed – For gateway course teachers

• Blackboard is not just for online anymore ------- Enhance your class and get feedback to your students via blackboard

• Systems that support you – Learn more about SAVI, Learning Style Assessment and The Early Alert System

• Networking Success – Share your methods to improve Student Success

Further refining of ideas is planned for the May committee meeting.
Meeting: May 6th, 2010 2:00pm
Attendees: Liz Brindise, Dan Domin, Jean Dugo, Gabriel Guzman, Mary Jeans, Pat Knol, Preet Saluja, Lucy Smith, Renee Wright

A wrap up discussion of the Fall Faculty Workshop continued from our April meeting. Since there is an assumption the Achieving the Dream will be a main focus of activities, a **year-long theme** was suggested: **Student Success**.

It was the opinion of the committee that a general session for the Workshop should include:

1. An ATD overview – where are we at identifying student success initiatives, along with an inclusion of a timeline
2. How will departments interface and assess
3. What will be the roles of non-gateway courses in the ATD process, and how will those roles be integrated with ATD initiatives?

Additional suggestions for breakout sessions were brought forward:

- **Inservices** – who can visit classrooms and explain Counseling Services, Financial Aid, Registration options, and Academic Success services

- **Learning Communities** as a student engagement strategy, potential targeted courses

**HINTS**
(Helpful Ideas Needed To Succeed)
Some thoughts to supplement Breakout Sessions at Fall 2010 Faculty Workshop
Preet-Pal S. Saluja

- In-Class Tutor
- Collaborative Work and Enhanced Learning Spaces
- Challenging Assignment
- Game
- Incentive to enhance collaboration (1 point in each exam to seek help and/or to offer help)
- Downplay Lecture/Introduce ‘Lecturette’ or Role play teacher as a readiness-deficit learner. ***this idea was particularly well received by the committee***

Brainstorm different approaches to learn and teach
Highlights of Professional Development Committee Activities for Fall 2009-Spring 2010 Academic year

1. Coordinated Outstanding Faculty Award nominations, submissions and selection

2. Recommended – and received support for – 2 new Recognition Awards: Distinguished Service Award and Assessment Award

3. Supported and coordinated (Lucy Smith) ongoing Faculty Learning Community activities

4. Provided CTE Newsletter content
QUALITY OF LIFE COMMITTEE  
Meeting Minutes from May 6, 2010, 2:30 p.m.

Attendees: Christina Brophy, Jackie Mullany, Jeff Sargent, Bill Decker, Jennifer Smith, John Lambrecht, Kathi Deresinski

Police Services: Chief Sargent informed the group of the services offered by campus police, including jump starting cars, assisting with flat tires and lock outs, and providing police escorts to students for public safety reasons.

Communication: The group recommended that there needs to be a more effective vehicle for Triton employees to access information, such as that which is mentioned above. There needs to be a centralized depository of information. John L. indicated that this is currently being worked on, with the use of Blackboard being one such method of communication and training.

Triton Awareness Campaign: Chief Sargent informed the group about the Triton Awareness Campaign. Developed by the President’s Leadership Academy 2010, the Triton Awareness Campaign is designed to promote Triton College within the campus and throughout the local community. Major banners will be placed at all campus main entrances and within major intersections in the surrounding communities. Everyone is invited to the unveiling of these banners on May 20 at 1:00 at the 5th and North Avenue(s) entrance. Fresh strawberries and cider will be served.

Shade Update: John L. updated the Committee regarding the shade project. The shades are being manufactured in two phases. The first phase is completed and will be delivered within the next few weeks. It is anticipated that the installation of the shades will begin at the end of the Spring semester. Classrooms will be the first to receive the shades. While the first phase of the project is being installed, the second phase of the shades will be manufactured.

Cement Project: John L. informed the group that all cracked cement will be fixed over the summer, during June and July 2010. This includes all cracked cement on sidewalks and common areas.

Science Building Elevator: Jennifer S. indicated that there is a problem with the elevator in the Science Building. It is constantly breaking down which causes faculty to carry computer carts between floors. She suggested that not only is this an inconvenience but a safety issue as well, as students often assist in the transporting of carts. John L. indicated that he was unaware of this situation and will immediately address it. He also recommended that these issues should be directly referred to him in the future.

HAVE A GREAT SUMMER!!!
Student Development Committee  
Monday May 10, 2010

Members Present: Sandra Berryhill, James Gray, Larry McGhee, Mary-Rita Moore and Mary Casey-Incardone

Minutes

1. Old Business -- The Year in Review
   a. Online Orientation – it was reported that over 200 people have logged on and participated in the new online orientation. This goal has been met and the committee will move on to another goal for next year.

   b. Safe Zone Training – there was an activity with a speaker in the fall 2009 semester that was well received by the college community, beginning a new dialog on campus. The committee agreed to continue the work this past spring semester, but budgets prevented us from having a speaker. The committee will speak with Dean Quincy Martin of Student Services to see how we are needed to partner with them for the upcoming school year.

   c. Partnership with Academic Success Center – Elvis Ortega, Director of the Academic Success Center was absent...the committee agreed that we are interested in continuing a partnership with them to promote student success.

   d. COL 102 Educational Planning Sessions – Sandra Berryhill reported that they have a new textbook for the course that includes college planning, so there is no need to have a separate educational planning session in each course. Dean Mary-Rita Moore also indicated that a better use of human resources may be to have planning sessions developed and set up so that students in these courses may be invited to participate. Sandra agreed. Both also indicated that further discussion with the Counseling Department with regard to planning the workshops.

2. New Business
   ATD Updates – The committee agreed that we would like to partner with subcommittees of the ATD initiative.

3. Ideas for Next Year – the committee brainstormed and came up with a few ideas for projects for next year such as: formalized academic planning with students, student engagement, and bringing clubs to areas/buildings not typically used by those groups.

4. Meeting dates/times for next year – the committee will be sending an email to the current membership to solicit days/times that may work better into each other’s
schedules. We also agreed that we need to look into the current membership of the committee and compare it with the charter of the Academic Senate to ensure that we are in compliance with the charter.

5. Summer Planning Session? – the group agreed to email ideas to the chairs and we will see if there is consensus to try to meet in July to begin planning for next year.

6. Adjournment – the meeting concluded at 2:45pm.