Minutes: Professional Development Committee Summary for the Academic Senate

Meeting: November 16, 2pm, CTE
Attendees: Liz Brindise, Jean Dugo, Gabriel Guzman, Angelee Johns, Pat Knol, Peggy Murnighan, Preet Saluja, MaryAnn Tobin, Marie-Ange Zicher, Renee Wright, Mary Ann Tobin, Mary Jeans, Lucy Smith

1. **Spring Faculty Workshop** – Recommended speakers were discussed and prioritized. Topics include brain research-based learning and universal design.

2. **Outstanding Faculty Award**: A reminder for nominations is to be sent out prior to the semester’s end. There was discussion to reconsider the 3 subcategories of nomination (A & S, Counselors & Librarians, Careers); traditionally, there is 1 candidate forwarded from each category, with 1 of the 3 names submitted to ICCTA. Often times, we do not have a pool of candidates from each subcategory, so the possibility of forwarding more than 1 name from a single subcategory would be advantageous some years.

3. **Website for PDC** the committee continues to work on their website and will have the new changes loaded once the new Triton website is up and running.

4. **CTE Newsletter**: Deadline for submissions is January 18th. Newly tenured faculty will be highlighted.

5. **PDC & CTE Mission Statements** there was a discussion regarding the two mission statements. Input was given to both PDC & CTE. In light of the new college mission statement review process the PDC & CTE will revisit their mission in light of any potential college mission statement.

6. **CTE/PDC Events and Senate Subcommittees** – A suggestion was put forth to encourage subcommittee chairs to use one committee meeting to attend a CTE/PDC event (preferably, an event/workshop that aligns with committee work).

7. **Senate subcommittee Bylaws revision** – The committee was in agreement to make the recommended revision to the bylaw for the Professional Development Committee to include the CTE (Teaching & Learning Center) director to committee standing membership.

8. **Committee meeting** for December is scheduled for December 8 at 2pm in the CTE.
MEMBERS IN ATTENDANCE
Jennifer Burkett, Angela Carnacho, Julie Gilbert, Jonathan Paver, Emily Reabe, Sylvia Rzepniewski, Tracy Wright, James Whitmer, Sue Collins

OLD BUSINESS
- October minutes approved
- Next meeting established as being December 6, 2010.
- Meetings in the Spring Semester to be held from 1:30-2:30 PM due to a change in Ms. Gilbert’s class schedule.
- On Faculty Workshop/College Hour…
  Discussion revolved around a brown bag lunch, college hour, or workshop regarding motivating students to tie into Triton’s mission statement. A decision was made to narrow the topic to a discussion of student attendance policies regarding student motivation. James Whitmer will investigate scheduling such a college hour for spring semester on behalf of the committee.
- On Comparable Credit… Amanda Turner will be sending the draft to the Deans for review. After feedback from the Deans, the draft will be submitted to the Academic Senate- date to be determined.

NEW BUSINESS
- On Blackboard and On-line courses…
  The committee continued the discussion regarding the creation of an optional online blackboard quiz for instructors to incorporate in their courses. A suggestion was made to include components relating to plagiarism into the quiz. It was also proposed to revisit the plagiarism issue with faculty in a college hour. Other suggestions were made to assist students with this issue by: requesting PTK to create a presentation on “how not to plagiarize”; and incorporating information about plagiarism on Triton’s website and at student orientation. An idea was also suggested to create a way to catalogue and disseminate information and “best practices” from various workshops and college hours to faculty as needed.

  Ideas to be further discussed at next meeting; final statement being that a better quality education = more successful students.

Meeting adjourned at approximately 2:05 pm (Motion: Emily; 2nd: Tracy).
Academic Support Committee
Meeting Minutes
December 6, 2010

In attendance: Larry Manno, Bill Decker, Pat Hussey, Pat Prentis, Lucy Smith

The meeting began at 12 noon in room D-207.

- The committee reviewed the major points from the presentation given by Ricardo Magallanes at our last meeting. The presentation focused on the Early Alert System and how to get more faculty members involved in using it. Our committee will draft an information sheet to faculty about EAS.
- The committee reviewed and finalized the list of academic support resources for Spring 2011. This information will be sent to all faculty by the end of the semester.

The meeting was adjourned at 12:40.

Academic and Scholastic Standards Committee (ASSC) Report
December 6, 2010

Members in Attendance: Julie Gilbert, Tracy Wright, Angela Camacho, Amanda Turner, Susan Collins. Guest: Marie-Ange Zicher

Meeting called to order at 1:10 pm
Minutes reviewed and approved as they stand (Susan Collins moved to approve with Angela Camacho seconding)

Old & New Business

A. Approval of Recommendations for Academic Senate By-Laws and Procedures’ regarding proposed membership in ASSC membership (adding a Student Affairs representative and removing the two resource positions from Student Services and Financial Aid) was unanimous

B. Comparable Credit: The document went to the Deans at their December 1 meeting and comments follow:
   Prior learning should be in line with CAEL
   Sequencing of CLEP preceding DSST
   Suggest deans meet with a DSST company representative to learn more about the test
   Consider establishing a course for students on creating a portfolio
   Training for faculty in portfolio evaluation with the deans suggesting a review of other institutional procedures
C. College Hour: Need for college-wide attendance policy.
   While the ASSC (James Whitmer) is investigating this, there may be
   another group looking into this topic. If so, this topic will stay on hold
   until it’s determined if another group is following this line of thinking; if
   this is the case, the ASSC would be interested in the findings and if there
   is no other review of the topic, the ASSC will move forward with the plan
   for a College Hour.
   Once the topic has been discussed, through an ASSC sponsored College
   Hour or another group, the ASSC proposed to plan a CTE speaker or
   presentation on motivating student attendance.

D. Optional On-line (Blackboard) Quiz of Basic Skills
   Suggested as a workshop through the PDC in collaboration with the
   Academic Support Committee
   The suggested format is to convene a small focus group (in February)
   composed of a cross section of college faculty and staff to develop the
   quiz with a follow up group (in March) to finalize the content. A College
   Hour would be planned for Spring to solicit feedback. The optional online
   quiz will then be developed to be used with the new Blackboard system
   and other on line systems in use at Triton. The ASSC committee will
   communicate with the SEM group regarding the online quiz and
   information for students enrolled in on line courses.
   Students should only need to take the (optional) quiz once and results
   should be readily available to instructors regarding quiz completion in a
   previous course.

E. Plagiarism: The definition of plagiarism needs to be clarified and students
   must be made aware of what it is and how to avoid it. The Library has offered
   workshops on the topic. Julie Gilbert is communicating with the CTE and the
   library staff to possibly collaborate on a CTE workshop defining plagiarism
   and a possible second workshop on available tools. Creating a similar set of
   interactive workshops (either virtual or face-to-face) for students would be a
   next logical step. Marie-Ange will investigate a tool suggested by librarian
   Dubravka Juraga which may be adapted for use by Triton College and bring
   back a report in February.

F. The next meeting will be February 7, 2011 with Julie providing the time and
   location.

G. Good news shared: Congratulations to Emily Reabe and her husband on the
   birth of their baby boy, Chase!

H. The meeting was adjourned at 1:55 pm (Moved Sue Collins, second, Tracy
   Wright)