I. Call to Order
   Present: Paul Bhasin (Chair), T. Olson, M. Stabile, J. Cadeno, A. Johns

II. Announcements
    1) Paul Bhasin will be the sole chair of the Marketing Subcommittee, rather than shared with Lisa Samra.

III. Agenda Items

1) Marketing Subcommittee role/scope evaluation
   Ways of improving the efficacy of the subcommittee were discussed. VP Stabile suggested that either the Chair or some other member of the subcommittee must attend TAC and SEM committee meetings in order to keep informed of broader campus initiatives that intersect with the Marketing Subcommittee. This is essential if the new wwww site and current marketing/promotional strategies are to have faculty input. P. Bhasin currently serves on the SEM committee, and A. Johns and P. Bhasin also serve on the TAC committee. P. Bhasin maintained the importance of the committee as a platform for faculty concerns over how to actually submit and develop marketing requests online, but it was agreed among all present that participation on TAC/SEM committees will help the Senate Subcommittee represent faculty interests on broader Marketing initiatives.

2) Request for Marketing Services Guide
   Revisions to the above guide are underway and will clarify updated parameters including turnaround time, appropriate departmental contacts, and descriptions of services. The Guide will be ready for review three weeks after the first Senate meeting, or around 9/28/10.

3) Radio/TV
   VP Stabile reminded us at the meeting that “Radio/TV” spots (including in the marketing request online tool) relate only to Triton Stations.

IV. Adjournment
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:33 p.m.


Members absent: (voting)  J. Wager

Resource Members present: (non-voting)  V. Howard

Resource Members absent: (non-voting)  P. Hadjimitsos, N. De Mayo, D. Baness-King, P. Jensen/J. Grimalunas, D. Domin, C. Allcorn and Sujith Zachariah

Agendee(s):  A. Johns (for L. Samra), E. Brindise, E. Bell, A. Salzman, K. Anderson and C. Antonich

Visitor(s):

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes April 15, 2010, passed unanimously by voice vote.

K. Anderson read a memo from the President that was presented at Academic Senate by K. Anderson and provided by E. O'Connell regarding the electronic poll that was taken for the recommendation to withdraw 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's 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

All changes recommended at the April 15, 2010 meeting were submitted and included in this packet.

M. Sudduth noted that the 'Department' listed on the course outlines for technology should be consistent. A. Baldin stated that all of the course outlines should be consistent and will be updated.

NEW BUSINESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
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<tbody>
<tr>
<td>No.</td>
<td>No.</td>
<td>1 2 3</td>
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<tr>
<td>10-103</td>
<td>U224A15</td>
<td>Women's and Gender Stud</td>
<td>rev curr</td>
<td>X</td>
</tr>
</tbody>
</table>

A. Johns represented item number 10-103 for L. Samra. S. Maratto notified L. Samra that SPE 294 was listed as a fulfilling a gen-ed requirement, and would need to be removed as it is not an IAI approved gen-ed course. SPE 294 was moved from the gen-ed listing and to the recommended electives list. There is an extra Physical Science group of courses showing on the catalog page that S. Maratto will
E. O’Connell suggested also listing recommended math courses under Science and Mathematics as Social and Behavioral Sciences, Humanities and Fine Arts are listed. M. Sudduth added that the courses that are specifically listed were reviewed and determined to be the best choice of electives for the students. T. Porebski stated that any of the Physical Science or Math courses listed in the AA Degree would fulfill those requirements. A. Baldin suggested adding ‘we recommend’ under Physical Science and Math for clarity. M. Sudduth added that if the student is pursuing an AA Degree and the course is not listed on Page 45 of the catalog, they would not be eligible for the degree. She inquired if other electives could be used other than the ones listed on Page 45. V. Howard stated that she only uses this list. A. Johns stated that she did not design the curriculum, but is only representing this item for L. Samra and she cannot speak for her in regards to these questions. The only change being made at this time is moving SPE 294. C. Antonich stated that a committee had designed this program. K. Anderson stated that A. Johns could take the suggestions back to her department for further discussion and submit those changes to curriculum@triton.edu, as this would not be a major change. T. Porebski noted that the new HUM 170, Introduction to Women’s and Gender Studies, was rejected three times by the IAI. The first time there was not enough Fine Arts component, etc. K. Anderson stated that there are panels that still need representatives from Triton so our voice is heard.

Motion to approve item number 10-103, passed unanimously by voice vote with the removal of the duplication of the Physical Science elective list.

10-104  U230A30  Pre-Profession Degree  rev curr  X  approved
10-105  EGR 103  Engineering Graphics  delete crs  X  approved
10-106  EGR 152  Engineering Statics  delete crs  X  approved
10-107  EGR 211  Engineering Dynamics  delete crs  X  approved

E. Brindise reviewed the entire Pre-Profession Degree, changed some course sequence, replaced BIS 107 with BIS 151 and removed the EGR courses in the Pre-Engineering subset. E. Brindise also represented the deletion of the three Engineering courses for E. Bell. V. Howard stated that there are nine hours of Communication gen-ed that is required and there is not nine hours listed. Usually the specific gen-ed category is listed in the degree, not only ‘general education’. E. O’Connell suggested adding the additional Communication elective to the second semester, as it is light on hours. M. Sudduth asked if the Pre-Profession program was developed to follow the IAI recommendations. E. Brindise replied that she is not aware because this program was developed before she was the Chairperson. A. Baldin suggested that E. Brindise update the program to remove the EGR courses, change the BIS courses and bring back to curriculum in the fall to complete the changes. E. Brindise will have had time to further review and address the concerns and asked if the IAI has a guide to follow. K. Anderson stated that she should look at the IAI website and the panel requirements for the courses. She also stated that she should specify what discipline Humanities/Fine Arts, Social & Behavioral Sciences, etc. in the degree listing. E. O’Connell stated that this program was developed when MAT 111 and MAT 131 met the gen-ed requirement, but no longer does and also would need to be replaced. M. Enich questioned if it depends on what area the student goes into, does that affect which gen-ed they take. M. Sudduth replied that it does. A. Baldin questioned what the difference is between the Pre-Profession curriculum and an Associate in Science Degree. Further discussion is needed, but the EGR courses need to be removed now. K. Anderson asked E. Brindise if she would further revise the program in the fall, as it does not currently meet the gen-ed requirement.

Motion to approve item numbers 10-104 through 10-107, passed unanimously by voice vote, with the department looking at entire degree and make modifications in the fall.

Undergraduate Center,

10-108  U224A01  Interdisciplinary Studies  inactive curr  X  approved

J. Payer represented item number 10-108 for A. Salzman. The Undergraduate Center, Interdisciplinary Studies emphasis was written to reflect the Undergraduate Center as a separate department, which is no longer in existence due to the recent changes. Dialogue has occurred with A. Salzman to inactivate
the program now and remove it from the catalog so that no new students can enter and then revise it in the future to make more interdisciplinary in the fall. J. Paver added that he and A. Salzman would have further dialogue in the fall to see which way to go. Motion to approve item number 10-108, passed unanimously by voice vote.

INNOVATIVE IDEAS: ———

OTHER:

A) Course Outline and Course Syllabus Board Policies – K. Anderson (see Other C)

C) Course Outline/Course Syllabus Consolidation – C. Antonich
Other A) and C) are being discussed as one item, as the topics both interrelate. K. Anderson referred to the current Course Syllabus Board Policy and questioned if the course outline and course syllabus should be combined. K. Anderson noted #4, which refers to listing the course objectives. She suggested that the course objectives be broken out into lab/lecture and clinical objectives, as Nursing has, for better student understanding for all the courses at the college. She explained that this is now required by the ICCB for all AA/AS courses. #7 Grading Policy, the course outline includes Assessment. All are asked to add Academic Support resources so that students are aware of CAAS, which is why #4 says requests any other ideas. L. Dodt stated that she would like to have the course syllabi in electronic format and stored online for accessibility and to have the opportunity to review them with the students. K. Anderson stated that it would be possible if every class was enhanced. J. Paver added that Blackboard has this capability. Discussion would need to occur to see if we want every section included, and that some departments may not use Blackboard. M. Enich asked if those students who do not have access to a computer would need to access one in the Library and print it out. J. Paver replied, 'yes', that those students would need to access a computer. E. O’Connell concurred with putting the course syllabi on Blackboard, although someone would need to monitor it to ensure the most recent version is listed. C. Nicholson added that the old syllabi should be dumped. J. Paver added that Blackboard does dump and one person can monitor. M. Flaherty liked the idea to accommodate the ICCB with the required information; however we are no where near eliminating the paper handouts yet. We should look at storing them in Blackboard as a supplement, rather than a replacement. M. Sudduth agreed not leaving the responsibility of acquiring the course syllabus entirely up to the students. E. O’Connell stated that the course syllabus can be distributed at the first class and maybe evolve to totally online in the future. A. Baldwin added that it is up to the department as how to distribute the syllabus, not at college-wide level at this time. K. Anderson noted that these are some good suggestions. E. Brindise agrees that is a good idea as the faculty in the Biology department use the syllabus as a contract, which the student signs and would need to be in hard copy form or it would not have the same impact. K. Anderson also liked the idea of storing the course syllabi on Blackboard. C. Antonich advocates to merge both the course syllabus and course outline. The ICCB mandates a document is provided that contains the information included in our course outline. Triton’s Board Policy mandates the information included in the course syllabus, which could be merged, as much of the information on both documents are the same and this change would simplify things. S. Maratto stated that the course syllabus is required for review by the IAI and by four-year schools for course transfer articulation. There currently is a struggle to obtain the
syllabus in timely manner. Merging the two documents is really a formatting issue and still would contain the faculties’ own content. DePaul is now asking for 100 syllabi for evaluation. We do not want to negatively impact our articulation. E. O’Connell questioned how would we determine whose syllabus is used to send out for articulation as each teacher has a unique style and requirements. C. Antonich replied they should not matter as long as the objectives, description, etc. are the versions approved by the ICCB. T. Porebski added that the teachers include their own grading scale, etc. The four-year schools are now requiring the course syllabus. He added that he would love a syllabus template that would streamline the process. E. O’Connell gave an example of RHT courses, in that some faculty assign three papers, some assign four papers, and so on. This would look different when presented and which one would be selected to send out. C. Antonich replied that would be up to the department to choose. M. Flaherty questioned what are they looking at when reviewing the course. S. Maratto replied they are looking at the lecture, lab weekly topics, textbooks (year), objectives, etc. M. Flaherty questioned if everyone had to use the same textbooks? S. Maratto replied they do not, that as long as the content that was approved on the course outline is covered. E. O’Connell questioned if they require a weekly breakdown of topics. S. Maratto replied that they do, especially for courses that include a lab. J. Paver stated that it would be beneficial to have examples to use. It may be challenging with multi-section courses, therefore each department would work on the same sample template. E. O’Connell stated for example a generic template can be developed for MAT 055. A. Baldwin questioned what happens when we modify the course outline or develop a new one. K. Anderson replied that the template would have to be changed, and all suggestions are welcome. She would like to propose a modification of the Course Syllabus policy to the Board. A. Baldwin questioned if we would begin using the new format in the Fall. C. Antonich replied that we would use the current forms right now. K. Anderson stated that we can discuss further at the first meeting in September, as it is not usually busy. This would need to be brought back to the Committee as an action item to be voted on. We should anticipate changing in the fall. J. Paver questioned if the acceptance of late work is covered in the graduation policy, as it should be. M. Flaherty added that the department should encourage that. As previously suggested by J. Frye, we should include only the minimum information required by the ICCB. J. Paver concurred with M. Flaherty. M. Suduth stated that we move forward to develop a process and inquired how to approach this endeavor, as we still need to go beyond our current system so that S. Maratto can obtain the course syllabi that are needed. K. Anderson stated that we currently provide the dean, chairperson/Coordinator a copy of the syllabus each semester. She asked the Committee to encourage their departments to send them electronically. M. Enich stated that the Nursing department has their own drive or line (i.e. ‘N’ drive). E. O’Connell asked if the deans have electronic copies on file. A. Baldwin replied that her department has all syllabi electronically on file. M. R. Moore questioned how far in advance the syllabi are available. A. Baldwin replied two weeks after the semester begins. M. R. Moore stated that students ask for the syllabus up front and that would be too late. K. Anderson stated that a template of last semester could suffice. A. Baldwin added that the syllabi do not vary much. M. Suduth stated that a student told her that a four-year school would not accept the course because of the textbook that was used. K. Anderson thanked everyone for their suggestions. The Course Outline and Course Syllabus Board Policies will be presented as an action item at one of the early curriculum meetings this fall, and will go to the Board before the end of the Fall semester.

B) IAI GECC and Major Panel Representation – K. Anderson
K. Anderson stated that the list of representation for the IAI Gen-Ed and Major Panels is
quite large and she would try to simplify by noting only those panels that are in need of representation. Some of Triton’s members listed are either retired or no longer here. K. Anderson questioned who is Triton representative C. Groening. J. Paver was not familiar with the name and will check. K. Anderson stated that Social and Behavioral Science Panel needs a replacement for C. Fuller, the Early Childhood Major Panel needs a replacement for D. Rosenbrook., Social Work Major Panel needs a replacement for J. Darst. Additional panels that need representation are Physical and Life Science, Math, Chemistry, Computer Science, History, Mass Communication, Physics and Theatre Arts. There is different memberships from different schools. K. Anderson looked at panels that need community college members and she noticed very little representation from Triton College. We need to have voice. L. Doct stated that J. Frye sent a request for a Mass Communication representative, which she submitted K. Navilio’s name to the Vice President of Academic Affairs and has not heard anything. T. Porebski stated that he may have a couple of people interested. A. Baldin stated that she would follow through for a Computer Science rep. K. Anderson stated that there are many coordinators, chairperson now aware of the requirement and asked them to please mention the requests for representatives. E. O’Connell suggested if anyone is interested to forward their intent to the dean and he/she will forward to Vice President of Academic Affairs. T. Porebski added that this is encompassed under the Vice President’s budget. C. Antonich stated that it would be a good idea to gather all interested parties and send one notification to the IAI. K. Anderson stated that it would be great if the names could be sent prior to the IAI’s first meeting in October. K. Anderson noted that the Institutional Contact also needs to be changed.

K. Anderson noted that this is the last meeting of fiscal year 2009, which was very productive but also sad due to changes made because of fiscal constraints. She hopes all that is going on with protests in Springfield, the State will give us and everyone else affected what they deserve so that we can effectively educate our students. She requested everyone send letters to your State Representative and Senators. They do pay attention to letters from constituents.

K. Anderson stated that E.O’Connell was a long-time member of the CCC and an enormous contributor to the Committee. She took K. Anderson under her wing as a mentor, started the Assessment Committee, was the chairperson for the Academic Senate and she is retiring in August. She will be missed very much at the college and K. Anderson would like to wish her all the best, as she will be a true loss to Triton College. E. O’Connell stated that this is the ‘Best Committee on Campus’, which gets the most done and the discussion allows us to see each other’s different views. She has seen the pendulum swing back and forth. That is how education is and no one should be afraid to make curricular changes. K. Anderson thanked E.O’Connell personally for all her service and support, and she received a standing ovation by the entire committee.

Adjournment: K. Anderson adjourned the meeting at 3:50 p.m.

Submitted by: K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary
Quality of Life Committee  
Meeting Minutes  
September 2, 2010 - 2:00  E209

Present: Jackie Mullany, Christina Brophy, Jeff Sargent, Bill Decker, Humberto Espino, Jon Grigalunas, Jennifer Smith

Old Business:  
Windows 2003/2007/2010: Toward the end of the Spring Semester, our committee had inquired about the status of upgrading classrooms and offices to 2010 or 2007 versions of Windows. Humberto informed the group that the recent decision was to update everyone across campus to the 2007 version. It was decided to not use the 2010 version because the difference between the two was very minimal. According to Humberto, the plan is to create an Implementation Plan during the Fall 2010 semester and implement the plan during the Spring 2011 semester. Part of that plan includes assessing which computers need to be replaced and offering training for all faculty and staff.

New Business:  
Office Security: There have been some incidences of office theft. Texts books have been removed from some of the faculty offices. Chief Sargent indicated that he was aware of these events and informed us that theft is always a major concern on college campuses. He has stepped up security across campus and explained that all employees should make sure to keep all items out of plain view.

Classroom furniture/supplies: Another issue brought to the attention of the committee was broken and missing supplies. At the beginning of the semester, faculty are sometime faced with broken chairs and/or tables. It is also a common complaint that many of the bathrooms are not being properly updated with paper towels, toilet paper, etc.... We will work with maintenance to address this issue.

Crisis Management Team: Chief Sargent informed the committee that there is a list of Crisis Management Building Managers. These are individuals responsible for safety protocol within each of the campus buildings.

Pedestrian Crossing Signs: It was recommended that a type of Stop-Pedestrian Crossing sign be placed at all heavily utilized crosswalks. Some of the crosswalks have them in one direction, but not the other. Chief Sargent indicated that he has increased the number of signs throughout campus and will continue to do an assessment to determine continued need.

New Classroom Furniture: The Quality of Life committee will assist in the decision making of new classroom furniture (desks, tables...). A presentation by the campus Furniture Committee of various options will be conducted over the next few months.

Next Meeting: October 7, 2010, 2:00. E209
Minutes

Attending Members: María Tereza Dyer, Susan Collins, Sue Rohde, Maxi Armas, Tom Porebski, Jose Delgado, Susan Collins, Mary Casey-Incardone, Will Edwards, Mary Ann Tobin, Maureen Musker

A. May meeting minutes approved (Maxi Armas/ Sue Rohde)

B. New CTE Director – Mary Ann Tobin, our interim CTE Director was introduced to the committee. We briefly discussed plans for easing her into her role in our program assessment efforts. It was agreed that at least for the Fall 2010 semester, instead of one-on-one meetings to review plans and reports, attendance at Brown Bags will be encouraged. Committee members will follow-up with program contacts per a sign-up list. Members will also be divided into two groups, assigned to attend every other Brown Bag as mentors. In addition, we are developing rubrics for assessing plans and reports through the committee.

C. Professional Development – Maureen Musker shared information on upcoming webinars and conferences. She will email this information to all committee members.

D. HLC Report / Response – The bulk of our discussion revolved around the HLC response to our report and our subsequent action plan. The concepts that most caught our attention in the HLC response were comprehensiveness and integration.

1) Comprehensiveness – To make academic assessment more comprehensive, we discussed two major ideas: increased participation in current program assessment and including general education outcomes in the process.

   Action Plan:
   ■ While meaningful assessment is the ultimate goal, the committee will work on “default” assessment that can be used by programs across the board if lack of time and resources are preventing participation in the process.
   ■ The assessment review cycle will include deans in the process.
   ■ Increase awareness of the resources already available that simplify the process, especially those on the committee web page, where all program assessments are posted.

2) Integration of academic assessment into the budgeting and planning cycle.

   Action Plan:
   ■ Invite those involved in these processes to the October meeting, specifically VP Stabile and VP Latham along with President Granados.
   ■ Contact our HLC representative and find out what kind of guidance and support is available from them.
   ■ Work toward programs developing five-year assessment plans that correspond to the ICCB program review.

3) As noted above in section “B” we also have a plan in place for working with the CTE Director on continuing and strengthening the Program Assessment cycle that has already been established.

Next Meeting – October 6, 2010 from 2-3 pm in the CTE.

Submitted by Maureen Musker.