Student Development Committee
Minutes
February, 2008
Liberal Arts- (L-209)

Present: Chris Dewey, Kathy Cunningham, Quincy Martin, Alpha McMath, Christina Pignataro, Amanda Turner and Rob Connor

Absent: Mary Rita Moore, Sherry Berryhill, Patricia Knol, Larry McGhee, Kathy Deresinski, Renee Baxter, Gabriel Murphy, Jennifer Dale, and Eric Dutt

Chris Dewey and Kathy Cunningham gave a celebration party of Sparkling Grape Juice and cake for the Student Development Committee for a job well done for the Spring Advanced Registration.

Majority of the Student Development Committee Members attended College Hour (On-Line Course Support)

The committee discusses some of: The Good, The Bad and The Ugly of Spring Advanced Registration. Examples

- Enrollments increased for the Spring
- C-100 was busy from Nov 26 to Feb. 1st
- Decrease the number of postcards distribute from 400 to 200.
- Have posters available for distribution on a timely bases
- Be able to get into the locked classrooms to display posters

Overall, the committee was pleased and thankful of the response of the Full-Time Faculty, Adjunct Faculty and Administrators for a job well done.

Christina Pignatora indicated that she was able to see a big difference in the registration line, because of the campaign for the advanced registration in November, December and January.

Alpha McMath, also indicated that do to the great success of the advanced registration, her student rooster did not changed which it made it easier to set up her curriculum.

The committee decided that Monday, after Spring Break (March 24) will be the target date for summer advanced registration. All flyers will be in the Full-Time and Adjunct Instructors mailboxes to announce that summer advanced registration has begun. The Student Development Committee hopes that the faculty will let their students be aware of what courses they will be teaching for the summer.

Chris Dewey and others talked about how to capture the four year college/university students to inform them of early registration. Some suggestions were discussed.
- Research Department e-mail all transfer students.
Blackboard will address those concerns. If not, the committee will look into having this as part of committee assignment for next school year.

The Student Development Committee next two meetings had been changed to March 12 and April 16 @2p.m in L-209.

The Student Development Committee adjourned at 3:00p.m.

Submitted by
Kathy Cunningham and Chris Dewey
Student Development Committee Co-Chairs.
Minutes of the Academic and Scholastic Standards Committee
Date: February 11, 2008
Time: 2:00 PM

Attendance: Cynthia Harris, Chair, Melissa Batai, Bill Decker, Julie Gilbert, Panos Hadjimitos, Quincy Martin, Mary-Rita Moore, Peggy Murninghan, Daysi Diaz-Strong, and Michael Weatherspoon

1. Housekeeping
   • Next meeting’s date: Monday, March 10, 2008 – L224.
   • The meeting was called to order at 1:00.
   • Cynthia Harris reviewed minutes which were approved unanimously.

2. Old Business
   How to use the SAVI system
   Reviewed where it can be found and what it does. Cynthia Harris (CH) suggested a refresher memo or write-up on what it is and where it can be found. Peggy Murninghan (PM) suggested some kind of a desktop reminder. Julie Gilbert (JG) suggested it can be used to find if math or reading are main issues with a section. CH suggested producing a leaflet. At the end of the semester, distribute a survey to find out how was it used and how may it be improved.

   “Star Student” Project
   Michael Weatherspoon (MW) indicated that due to scheduling conflicts at the end of the fall semester, the subcommittee postponed its gathering for later this month.

   Early Placement Test Initiative – A Report
   Mary-Rita Moore (MM) reported that HS administrators have our attention but want to know what is the big picture. CH: If math scores are low, they can take more math at high school. If that is not possible, maybe at Triton? Panos Hadjimitos (PH) expressed a concern that there may be a conflict of interest offering College Success courses to HS students. Bill Decker (BD) suggested we review the draft memo. MM asked how may we market this? PH asked if we can revisit the topic under new business, as part of the Master Plan initiative. CH asked if HS students can take College Success courses in the spring of their senior year. PH reiterated the conflict of interest. CH suggested summer time, after they have graduated but before the fall semester. MM asked how the meeting with HS faculty went? How can we tie those findings into this initiative? None of the faculty present attended those meetings. CH asked which schools were interested. MM brought back the big picture question; free tests can be given but for what purpose. CH suggested revising existing or devising a new marketing plan. BD and Melissa Batai (MB): Will the opportunity be taken seriously enough by the HS juniors? CH indicated many HS graduates are surprised with their (low) placement test results. Quincy Martin (QM) felt the plausible implementations sound complex and will require substantial involvement. CH indicated the cutoffs may have to be revised. MM suggested we will have to move the first test as far forward as possible to have any noticeable effect. Daysi Diaz-Strong (DS) recommended a pilot with one of the high schools offering review
sessions. MM asked if our faculty can support review sessions. MB asked how broad or limited such a review may be. CH suggested it can get fairly extensive. JG and MB suggested developing pre and post testing strategies. DS suggested we contact other Community Colleges to see how they have used it. QM asked about what is a sponsor on the Master Plan template. MM defined the sponsor.

At this point PH introduced the Master Plan template for fleshing out the details of various master plan projects. PH presented a line item from Institutional Effectiveness - Community Assessment - Academic Affairs/Student Services - Implementing an Academic Success Program for District’s HS and Middle Schools’ students. Plan ID: F.IV.A.1.

CH expressed a concern that district’s high schools may not be paying particular attention to their students who may come to Triton. MM indicated that this is not consistent across all district’s HS and in fact may be the exception. CH suggested we find ways to make application at Triton more intentional for the HS graduates. PH offered to get pricing information for placement tests as an element for the MP Form. MM indicated other tools and processes should be explored for an earlier engagement of district’s youth for an academic preparation path leading to college. PH indicated in a recent ICCB Annual Review there was a best practice from another CC we can share. CH felt clearly we should start with a pilot at one school. MM reminded the attendees this is first in a series of steps the committee will be engaged as part of a Master Plan.

**Telecourse Proposal**
A recommendation to mirror the add/drop policy of on site courses will be advanced to the Academic Senate.

**New Business**
MW will work with CH to update the committee’s Web page.

A proposal for tightening the placements standards from the Mathematics and English chairs was tabled until the next meeting.

**Action Items**
Participants to send ideas to Panos on the MP initiative

Meeting was adjourned at 3 PM.

Respectfully submitted
Panos Hadjimitsos
ACADEMIC SUPPORT COMMITTEE
February 11, 2008
1:00 PM
L-207

MINUTES

Members in Attendance: Pat Hussey, Barbara Zak, Debbie Baness King, Bill Decker,
Brenda Jones Watkins, Daysi Diaz-Strong, Quincy Martin, Reginia Hughes, Lucy Smith,
Maureen Musker
Guest: Pat Zinga

I. Approved December 10, 2007 meeting minutes.

II. Academic Support Resources Sheet-
--Feedback has been anecdotal but positive
--Revisions to include highlighting Laptop Loan Program, possibly wireless
   locations on campus
--It was recommended that we include additional ETRC information re: videos, testing, but we will hold off for now. The ETRC will share the sheet
   they already provide so we don’t duplicate. We’d like to keep it one sheet.
   We’ll review revised draft and ETRC piece at March meeting.
--The sheet will be updated and distributed to full and part-time faculty
   every semester. It will be sent out as early as possible during the previous
   semester to facilitate inclusion in as many syllabi as possible.

III. Campus-wide/Departmental Academic Support
--Discussion of survey of academic departments to find out what academic
   support they provide students.
--Backtracked to consider best way to approach this. Quincy Martin brings
   up the need to define what we mean by academic support.
--Discussion of how to approach departments to share what they do in a way
   that will provide models for other departments, encourage collaboration
   with each other and the academic support mechanisms (ex. ASC) that are
   already established
--At the same time, the committee wants to gather data that will help us
   recognize gaps in our current campus-wide model of academic support.
--The committee will then support a broad discussion, perhaps at a College
   Hour, to address how best to strengthen the academic support we provide.
--The committee will also work with the Research Department to connect
   the Academic Support needs to enrollment and retention data.
--Some ideas tossed around included departmental links to a revamped ASC
   webpage, racks for basic skills handouts in departments to be duplicated in
   the ASC.
--The timing of this effort was discussed as relates to the Master Plan. Some
   members suggest we move forward on data collecting; others feel we should
wait for Master Plan priorities before moving forward to avoid redundancy. We’ll address this at the next meeting.

IV. Textbook Reserves Project
Lucy Smith reported on this project, highlighting the following
--Chairs and Coordinators were emailed by the Library Chair regarding placing textbooks on reserve, resulting in an increase in reserve materials for Spring 2008.
--Outstanding issues if we actively campaign for more participants include:
  - finding adequate space for additional materials
  - clarifying who has responsibility to provide materials
  - securing the materials to prevent theft
  - replacing lost items
  - imposing and enforcing time limits?
  - surveying to estimate how many departments/classes would participate if encouraged
  - dealing with the ongoing debate over whether or not such a system discourages book purchases
--Lucy will touch base with the TCSA to get their input on this issue
--We will share the results of this discussion with the Student Development Committee as they are exploring the same issue.

V. Swipe Card System – Academic Support areas
--Debbie Baness King reported briefly on the ID swipe card system to be installed in the ASC and ETRC. It will address many issues raised last semester regarding tracking and logging student time spent in these areas as well as distance learning assignments turned in. Because this was discussed at the end of the February meeting, we will revisit it at the beginning of our March meeting, and discuss how our committee can support this endeavor.

VI. Next meeting date – March 10, 2008 1-2 pm in L148.

Submitted by Maureen Musker
MINUTES FROM ASSESSMENT COMMITTEE

February 6, 2008

B 311- 1:00-2:00

Committee members in attendance:

Annette Jajko, Chair
Panos Hadjimitos
Ellen O'Connell
Michael Weatherspoon

Jonathan Paver
Tom Porebski
Maureen Musker
Susan Maratto

A. Annual Community College Assessment Fair
   - Annette Jajko discussed the date and time of the 12th Annual Community College Assessment Fair to be held at Waubonsee Community College and encouraged us to attend. Panos Hajimitos and Michael Weatherspoon will be attending the fair.
   - Annette Jajko will send out an email to encourage faculty to attend.
   - Information on the assessment fair was included in the January issue of Assessing the Situation newsletter.

B. ICCB Review Data
   - Michael Weatherspoon discussed that ICCB research data will be emailed to Chairs, Coordinators and Deans during the week of February 25th.
   - A meeting with Chairs, Coordinators and Deans will take place on March 4th at 3pm in C204 to discuss data and other ICCB issues related to program review.

C. Assessments Submitted
   - A total of 28 assessments have been submitted to date.
   - The committee discussed ways to communicate the current assessments that have been submitted. Conducting a college hour panel on assessment was discussed and Annette Jajko will email chairs to gauge who might be interested in participating.
   - The committee discussed incorporating deadlines for submitting assessments with reminder emails being sent as the deadline gets closer.

D. March 3rd Workshop
   - Annette Jajko and Mary Casey-Incardone will be facilitating a curriculum academy module through the PDC titled, “Incorporating Assessment into the Course Outline”.
     - Module description will be emailed to Michael Weatherspoon.
F. Fall 08 Assessment Chair

- Annette Jajko will step down as Chair of the Assessment Committee in August 2008. Possible replacements will be identified.
- Dr. Ellen O’Connell expressed that she would serve as interim chair, if needed, until a replacement was found.

G. Other

- Panos Hadjimitsos distributed and discussed the Master Plan Project Team draft. This document/template will be important and will be introduced to the assessment committee as more are produced on various topics within the Master Plan.

Action Items

- Panos Hadjimitsos will contact Lidia Aratyn to see if anyone has put in a request to travel to the Assessment Fair at Waubonsee Community College.
- Annette Jajko will email chairs and coordinators to close the loop on assessments that have not been submitted.
- Annette Jajko will email Michael Weatherspoon module description this week.
- Annette Jajko will send out email encouraging faculty to attend
- Office of Curriculum & Assessment will bind and PDF current assessments by Feb 14th.
- Dr. Ellen O’Connell will research the Assessment Committee’s description to determine the depth of the responsibilities the committee has.
CALL TO ORDER/ROLL CALL

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


Members absent: (voting) A. Baldin, E. Bell, K. Caravello, E. Charneia, R. Connor, M. R. Moore, T. Porebski, L. Roberts, J. Rodriguez, M. Hahn Wade and J. Wager

Resource Members present: C. Allcorn, N. De Mayo, P. Hadjimitos, V. Howard, D. Baness-King and M. Weatherspoon

_Resource Members absent: (non-voting)_

P. Jensen and Q. Martin

Agendee(s): K. Anderson, C. Lekostaj and S. Martella

Visitor(s): J. Paver

APPROVAL OF COLLEGE CURRICULUM MINUTES
Motion to approve the minutes of December 6, 2007, passed unanimously by voice vote.

OLD BUSINESS
None

NEW BUSINESS

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<th>Item No.</th>
<th>Course/Curr.</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
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<td>08-2 BUS 107 Microsoft Office</td>
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S. Martella represented item numbers 08-1 and 08-2. Updated catalog pages were distributed, which included an additional five words added to the curriculum description to distinguish a different version of the software. These changes have resulted from a discussion with M. McGuire and a meeting with A. Baldin and A. Johns. A. Johns added that the focus for BUS 107 is business and the focus for CIS 101 is more technical. The text has changed for BUS 107 and M. McGuire was concerned about the amount of WORD covered. The prerequisite was removed and students will now receive some WORD in the course. All are in agreement. N. DeMayo questioned how the student receives credit for BUS 109 if the student ‘already possess the basic knowledge of WORD’ as stated in subscript 1. S. Martella replied that credit has been granted for years.

Motion to approve item numbers 08-1 and 08-2, passed unanimously by voice vote.

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C. Lekostaj represented item numbers 08-3 through 08-7 and noted that the total credit hours for the program will be changed from 72-74 to 70-74, and that the effective date for RAS 150 will read Fall 2008. The reason for the increase in clinical hours from 13 to 16 per week, is that the clinical hours have been increased to full days on Tuesdays and Thursdays to ensure more continuity. This was recommended by the clinical instructors. ‘Mammography’ and the lab hour have been removed from RAS 243 as the accrediting body no longer requires this content and that digital computerized radiography has been expanded. RAS 298 has been eliminated and those hours have been incorporated in RAS 290. These changes were made to allow students to be trained and move quickly into the workforce. RHT 101 was moved from the ‘Admission Requirement’ to Semester One and replaced with AHL 120, as RHT 101 is a required general education course for the program. The level for proficiency for ASSET has not yet been determined so none is stated. P. Hadjimitsos suggested not exceeding the 60-72 credit-hour limit for the program, as required by the ICCB, unless mandated by the accrediting agency. The elective hours were removed, which brings the total credit hours to 68-72. Dr. N. Akinkuoye stated that as 60-72 credit hour limit is the general rule of the ICCB and exceeding the 72 hour limit may not be unusual, but documentation by the accrediting agency should be attached to the proposal to support exceeding the 72 hour limit. The word ‘or’ will be added after BUS 107 in semester five on the catalog page.

Motion to approve item numbers 08-3 through 08-7, passed unanimously by voice vote.

INNOVATIVE IDEAS

OTHER: A) ELT/RES Course-taker Courses

K. Anderson stated that the ICCB does not allow courses to remain as ‘course-takers’ forever. She requested that the Committee make a recommendation to either delete or attach these courses to another program, i.e. ACR or AUT. P. Hadjimitsos added that some A+ courses have enrollment, other areas have none. K. Anderson stated that she has spoken with A. Jajko regarding the Real Estate (RES) courses, which there no longer is a program or coordinator, and she would make the recommendation to delete those courses. C. Antonich inquired if there has been any discussion with the Dean of Technology, A. Baldin, as she would hate to see all of the ELT courses go away if they could be utilized in another area. P. Hadjimitsos replied that is seems the perception is that it is easier to use (revise) active courses than to create new ones and this is not true. The content of the program is probably outdated so a new course should be developed. The only difference in approval time between a revised and new course is approximately one month. He added that many of these courses are also ‘E’ courses and we make assumption to grant credit for ‘E’ courses taken as they are not as in depth and there is no longer a rigorous review of credit courses as there is no longer a coordinator. A blurb may be added in the Catalog stating, ‘Courses now being taught under Continuing Education’. C. Antonich agrees to the withdrawing of the ELT courses if no one is using them and added that A. Baldin needs to be given the opportunity to review these courses. K. Anderson interjected that the deans and faculty need to look at these courses now and decide what to do with them. P. Hadjimitsos stated that the course outlines are outdated according to today’s technology and what residual value is there to keep these courses that are never offered and they reflect their age and are not part of any program. Dr. N. Akinkuoye added that before the CCC takes it upon themselves to delete courses, the academic dean needs to review
them. In his experience, the courses could be taken out of Catalog, but remain active or a link could be added, which would point the student to Continuing Education. L. Dodt stated that when she was interim dean, A. Sharris was interested in some of the ELT courses for her ENT program. A. Baldin has also looked at these courses. K. Anderson recommended that the technology area look at the ELT courses for possible use in their area or deletion.

B) ICCB – Public Law 195

K. Anderson noted that even though this is not yet official and approved to date, the ICCB is in the process of possibly removing the Public Law 195 as a requirement for graduation. This requirement is stated as follows: ‘Examination of Patriotism, Principles of Representative Government, Proper Use and Display of the American Flag and Method of Voting. The examination on American patriotism, principles of representative government, proper use and display of the American flag and the Australian ballot voting system may be satisfied in on of the following ways: 1) The student may pass an appropriate examination at the college; 2) The student may complete, with a passing grade, a specified course (Triton’s course suggested is PSC 150) that includes all subject matter identified above; or 3) The college may accept as evidence that the student has previously met the examination requirement by having a diploma earned from an Illinois high school or an Illinois high school equivalency certificate for the successful completion of the Test of General Education Development (GED). Such evidence authorizes the college to make an appropriate notation on the student’s transcript.’

P. Hadjimitos stated that the ICCB needs to go through their approval process prior to voting on removing this requirement. N. DeMayo added that we have many students enrolled from out of state. C. Pignataro added that is why the students are given the option of three courses to choose from to meet this requirement. L. Dodt stated that change would impact the History department. P. Hadjimitos added that the change would not necessarily impact the History department as the student would still need to take PSC/HIS as required in the program, they would have a wider range of History courses to choose from. K. Anderson noted that this is for informational use at this time.

Adjournment: K. Anderson adjourned the meeting at 3:31 p.m.

Submitted by: [Signature]

K. Anderson, Chairperson

Susan Misasi Maratto
Recording Secretary
Notes from Marketing Committee meeting 2/12/2008

Attendance: John Cadero, Angelee Johns, Kathy Dickens, Judy Jiang, Dennis McNamara, Michael Weatherspoon, Mary Rita Moore, Tom Olson, Doug Olson, Quincy Martin, Alan Salzman, Lorette Dodt.
Guest: Cheryl Antonich and Panos Hadjimitos

Cheryl Antonich Master Plan Reporter for the objective on Institutional Effectiveness and Panos Hadjimitos assistant reporter discussed the roll of Marketing in the Institutional Effectiveness portion of the Master Plan. A general discussion of the roll and the plan continued to cover questions given by the members of the committee.

Tom Olson stated he would follow-up with Cheryl Antonich and with Lorette Dodt on the final roll of the Marketing Committee in the Institutional Effectiveness goals in the Master Plan.

Dennis McNamara led a discussion on ideas to increase enrollment in the advanced level courses. One idea was to decrease enrollment costs to students enrolling in advanced classes if they had received an ‘A’ grade in the introduction level class. Much discussion continued on the pros and cons of this idea. It was determined that although it was an innovative idea which showed support to the needs of the students trying to complete a degree in these trying economic times there were too many unknown elements which would be difficult to predict.

Other ideas for increasing enrollment in advanced courses were discussed including scholarships and additional means of support. Quincy Martin commended Dennis on bringing new ideas forward to increase enrollment.

Tom Olson discussed the Marketing Planner, that it is available on the intranet, and that Coordinators and Chairs and other staff should review the resource as they plan for next year’s budget.
Triton Quality of Life Committee Minutes
February 28, 2008
1:00pm-1:45pm

Attendees: Jennifer Dale, JoBeth Halpin, Jackie Mullany, Mike Pendola & Mary Rinchiuso

Topics covered and discussed:

1. Event Planning
   The committee is finalizing this project with only one suggestion left to pursue. JoBeth will contact Mary Rita to ask if the Welcome Center could answer questions regarding campus events when the switchboard is closed. Mike suggested that the location of the event be included on the web page. Also, a link to the campus map may be helpful to anyone accessing events through the Triton’s website.

2. Classroom Safety
   JoBeth reported that the committee has been asked to help evaluate the safety with the student capacity in classrooms. The concern is related to the possible difficulty evacuating the classrooms due to the amount of tables and chairs in the room. The committee asked some questions related to this issue. How is the capacity of the classroom determined? Is this a campus-wide building concern or limited to a single building?

   The committee agreed to take a tour of the classrooms in the Health Building that were listed as a concern by faculty members in the nursing department. Following the tour, the committee will make a recommendation to the Master Plan. The tour is scheduled for 1:30pm on Tuesday, March 11th. On that day the committee members will meet in the hallway of the 3rd floor of the Health Building.