ACADEMIC SUPPORT COMMITTEE

December 10, 2007

1:00 PM

L-207

MINUTES

Members in Attendance: Daysi Diaz-Strong, Deborah Baness King, Melissa Batai, Bill Decker, Pat Hussey, Lucy Smith, Maureen Musker

I. Approved November 12, 2007 meeting minutes.

II. Academic Support Resources Sheet
   a. We reviewed the draft and finalized our changes to the resources sheet. We decided a draft should be sent to chairs/coordinators. Following that, a final version will be sent to all F/T and P/T faculty as a word file via email. Faculty will be encouraged to include this page in their Spring 2008 syllabi. We also discussed this being an ongoing effort, with revised versions going out before each semester.

III. Peer Mentoring
   a. Daysi Diaz-Strong updated us on the Peer Mentoring Program sponsored by Title III. Students will be getting information on the program when they take the placement tests. They are hoping to get things going in spring 2008. Daysi will keep us updated and let us know how our committee can support this effort.

IV. Academic Success Division Report – Debbie Baness King
   a. ETRC Survey results update – There was no additional data to report. Debbie will give us the final update at our February meeting.

V. Book Reserves – Textbooks
   a. We had an extensive discussion about the pros and cons of systematically providing textbooks on reserve for students who cannot afford the book early in the semester. This will be an ongoing discussion. In the short term, Lucy Smith will email chairs/coordinators regarding reserves for the Spring
2008 semester. At our next meeting, we will get an update on the current textbook reserve situation.

VI. Future Focus
   a. Data Analysis – We had planned on discussing data we'd like to request from the research department in order to better assess our students' academic support needs. We didn't get to this in December but will discuss it next time.
   b. Information Literacy – This will be addressed at a meeting next semester.
   c. Departmental academic support resources – Ongoing discussion.

VII. Next meeting date – February 11, 2008 at 1:00 pm. In L148 (new meeting location)

Submitted by Maureen Musker
Triton Academic and Scholastic Standards Committee Minutes

December 10th, 2007 –L224, 2:00 p.m.

Attendance: Melissa Batali, Bill Decker, Cynthia Harris, Mary-Rita Moore, Diana Rosenbrock, Daisi Diaz-Strong, Michael Weatherspoon

1. Housekeeping
   Please note meetings will be held on the second Monday of each month at 2:00 p.m. in room L224. The meeting dates for spring, 2008 semester are:

   February 11, 2:00p.m. Room L224
   March 10, 2:00p.m. Room L224
   April 14, 2:00p.m. Room L224
   May 12, 2:00p.m. Room L224

2. Old Business
   Student Tracking System through the SAVI (Section Academic Vigor Indicator) feature of Ralph system:

   The system will go "live" in the spring. The committee plans to have an extensive discussion at our February meeting on how to publicize the availability of the information, how to use the information and, as the semester progresses, how to improve the system.

   Early Placement Testing:

   Mary-Rita reported that Elmwood Park High School has agreed to participate in the pilot. Ideally, their juniors would be tested in December, January and February but this year bit will probably be later. They will also approach Riverside/Brookfield High School for a pilot. The committee will continue to follow and give input on this project.

   “Star Student” Project:
The "Star Student" form is designed to recognize students who do not normally receive recognition. It is for recognition for various achievements: academic, service, overcoming difficulties and perseverance. It was decided that student selection would be based on faculty judgment and nomination through the Star Student form. Further discussion regarded how often to hold the recognition ceremonies, what similar forms other schools are using, and how many students to recognize is needed. A sub committee was formed to work on these parameters. The sub committee consists of Michael (chair), Debra, Peggy, and Daisy. The subcommittee will report back to the committee at the February meeting.

Title III Student Retention – Learning Style Inventory:

Daisy is looking for ways in which Title III can enhance student retention. She suggested administering a learning styles inventory to all students. Diana agreed to pilot the form in her EC EDU classes. This item will be kept on the agenda for follow up.

3. New Business

Telecourse Deadline to Add Students:

We discussed the proposal brought to us by Glenn Jablonski, made one change and decided to forward it to the senate for approval. The description of the problem and the proposed solution with the committee’s suggested change are attached to this document.

Adjourned: 2:45 p.m. Monday, December 10, 2007
CALL TO ORDER/ROLL CALL

K. Anderson called the meeting to order at 2:42 p.m.


Members absent: (voting) M. Hahn Wade, L. Dodt, J. Wager and L. Manno

Resource Members present: P. Hadjimitsos, V. Howard, D. Baness-King and M. Weatherspoon
(non-voting)

Resource Members absent: N. De Mayo, C. Allcorn, P. Jensen and Q. Martin
(non-voting)

Agendee(s): K. Anderson, E. Bell, M. Stefanski, W. O'Connell and M. Weatherspoon

Visitor(s): J. Paver and M. McGuire

APPROVAL OF COLLEGE CURRICULUM MINUTES

Motion to approve the minutes of November 19, 2007, passed unanimously by voice vote.

K. Anderson welcomed two TCSA senators, K. Caravello and J. Rodriguez, as new members of the College Curriculum Committee.

OLD BUSINESS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Course/Curr</th>
<th>Proposals</th>
<th>Readings</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-175 C407O</td>
<td>Office Applications Cert</td>
<td>new curr</td>
<td>X</td>
<td>tabled</td>
</tr>
</tbody>
</table>
M. Stefanski noted for previously submitted and approved C407M, Network Management Certificate, that it is not closely related to C407D, ‘Office Assistant Certificate’. C407M is strictly for network management persons. S. Martella has agreed to these changes.

S. Martella and M. McGuire each met separately with A. Johns to discuss the proposed new certificate, C407O, ‘Office Applications’. M. Stefanski asked the Committee for their input on whether or not to table item number 07-175 for further discussion, as she realizes that this item will not be included in the 2006-2009 printed catalog.

Motion to table item number 07-175, passed unanimously by voice vote.

07-227 CIS 151 Intro to Computer Systems rev crs X approved

E. Bell submitted the correct version for CIS 151 changing to CIS 100. The ‘Dean’ should read E. Johnson on the course proposal. E. O’Connell questioned if the title for CIS 151, ‘Introduction to Computer Systems’ would be confusing to students as it is similar to CIS 101, ‘Introduction to Computer Science’. E. Bell replied that the title has not changed and there were no problems to date. E. Bell has added ‘Assessment’ to the course outline.

Motion to approve item number 07-227, passed unanimously by voice vote.

07-228 C247C Auto Manufacturing Specific rev curr X approved
07-229 AMS 129 Transmission & Transaxles delete crs X approved
07-230 AMS 139 Drive Lines delete crs X approved
07-231 AMS 230 Engine Constr. & Familiar delete crs X approved
07-232 AMS 277 Adv Trans & Transaxles delete crs X approved

W. O’Connell represented item numbers 07-228 through 07-234 and stated that the last revision to these items were done in the late 1980s. More time was previously spent on manual transmissions as compared to automatic transmission study, but currently more time is spent on automotive transmissions than manual transmissions, since fewer manual transmissions are used today, therefore one hour was removed from AUT 298. Four courses have been deleted as they are outdated. He plans to incorporate hybrid and newer fuel cell technology into the program. M. R. Moore questioned if the length of the courses will remain at eleven weeks and if they change in the future could he accept general automotive students. W. O’Connell replied that general students could be admitted to these courses, and there is a fifteen-week coop course that automotive students could enroll in as well. There are five AMS courses remaining and one of the courses is currently required in each of the five semesters in the program.

Motion to approve item numbers 07-228 through 07-234, passed unanimously by voice vote.

NEW BUSINESS
None

INNOVATIVE IDEAS

A) Incorporating ADTF Into Curriculum/New Program Feasibility Template

K. Anderson stated that the Academic Development Task Force (ADTF) was a committee formed to continue the efforts of the ‘High Cost/Low Enrollment’ taskforce, to address how to review programs that were in-trouble and develop procedures for new program development. The results of the ADTF Committee were recommendations to develop seven programs that would have a good potential for success. K. Anderson noted that the question is ‘How can CCC facilitate the development of new programs?’ M.
Weatherspoon has developed a template in draft form to be utilized for new program development. M. Weatherspoon apologized that the entire feasibility study was included in the packet prior to sharing with the dean and associate vice president of academic affairs, as only the Table of Contents should have been included. M. Weatherspoon reviewed the seven programs which came out of the study and he asked the Committee to review for their input and to hopefully develop and go through the curriculum process for possible inception in the near future. The information in the feasibility analysis would be incorporated into the Form 20 for new programs. C. Pignataro suggested adding counselors to the Advisory Committee in the feasibility report. The Curriculum and Assessment Office are available to assist faculty with curriculum development. C. Antonich commended M. Weatherspoon for a job well done as this is a great draft. She suggested that dialogue should occur regarding 2 + 2s, to enhance the pathway from high school to Triton and from Triton to universities. Discussion occurred as how to bridge the gap of the high school students who come to Triton under-prepared and to get them into college-level courses quicker. T. Baldwin also commended M. Weatherspoon and asked what the interest is from the community. She suggested that information be included in the study. P. Hadjimitos suggested developing an ‘exploratory committee’. A. Baldin suggested exploring an innovative approach in instruction in other areas to include more advanced technology than we currently are offering. P. Hadjimitos stated that it is up to the coordinator/chairperson to note what is of value and what is not. The intention here is to develop a template and the Committee’s expertise in each respective area is needed. The Table of Contents is critical. E. O’Connell asked who is going to develop the courses and who has the expertise on campus. P. Hadjimitos said that will be looked at later and M. Weatherspoon added to refer to the ‘faculty’ section of the document. A. Baldin added that we would need personnel, not necessarily faculty. C. Antonich suggested starting on the CE side and, if the courses are viable, creating credit courses/programs as we used to do, and suggested that be included in the study. J. B. Halpin asked if a draft of a program is needed prior to meeting with the four-year schools for 2 + 2s. C. Antonich replied that a meeting to gather information could take place prior to developing a program. K. Anderson suggested looking at data at a national level and incorporating it into the study. D. Banness-King added that it would be helpful to see support services included. K. Anderson asked the Committee for recommendations on how to incorporate the functions of the ADTF into the duties of the curriculum committee. P. Hadjimitos asked if the Committee is comfortable with the content in the report. A. Baldin replied no, that an exploratory committee should be the first step by gathering a group of potential players with their expertise to gain their input to see if there is a need. P. Hadjimitos questioned how to determine which programs to bring forward for development. New certificates that are repackaged may not need as extensive of a study. K. Anderson added that communication on campus would also help before proceeding to the next step. C. Antonich stated that a focus group would need input from the community as to whether or not there is a need within our district, and then proceed to the next step. E. Charneila agreed with A. Baldin to add community input as part of feasibility, i.e. would there be jobs for students when completing the degree/certificate at Triton or after transferring to a four-year institution. P. Hadjimitos added that feasibility analysis would be used as a primer and the template is only to be used as a guide. No decision needs to be made today, but he would like feedback from the Committee. J. B. Halpin stated that we need to develop a technology process. A. Baldin added that there could be technology out there that no one is offering, but would be beneficial to Triton, therefore we could be on the cutting edge. A. Johns concurred with A. Baldin and added
that she attended a conference, and there may be new technology out there that no data is yet available, but other information shows it to be viable. K. Anderson asked the Committee to review the template as this would be brought back to the Committee in the spring. She also stated that the committee needs to determine how faculty will be compensated for development of new programs. J. Rodriguez suggested informing the high schools to possibly get AP courses with interested students to make the program grow.

B. CurriUNET

M. Weatherspoon noted that S. Thyberg, CurriUNET vice president, would arrange to offer a webinar for interested persons within the next couple of months. P. Hadjimtsos added that there is a pressing need if we are to purchase this software, as the budget deadline is coming soon. The initial cost is $40,000 for the set up and first year maintenance and $10,000 each year thereafter for maintenance. With training, the system should be up and working around year 2010. There are thirty three community colleges in Illinois that have accepted CurriUNET as their database for submitting to ICCB. This database will not replace our database RALPH, but would streamline the curriculum process and also reports could be obtained instantaneously. C. Antonich inquired who would make this decision and it seems like a win-win situation, especially since thirty three other colleges are already adopting it. P. Hadjimtsos stated that the ICCB has accepted receiving submissions through CurriUNET. K. Anderson added that it is a great product and could really streamline and enhance our current process.

E. O'Connell made a motion that the College Curriculum Committee adopt CurriUNET as part of Triton College system, passed unanimously by voice vote.

C) CCC Spring Dates & Deadlines

K. Anderson stated that designating two meetings a year strictly for ‘Innovative Ideas’ was taking away two action meetings, leaving less time for faculty to submit items. She suggested that ‘Innovative Ideas’ could be submitted at any meeting and would be included on each agenda along with action items. This gives two additional meetings for action to take place. The committee concurred that this was a good idea.

D) Page 45 in the College Catalog

M. Weatherspoon met with J. Smith regarding running a report of courses used as electives to be used in place of Page 45 in the Catalog. He is waiting to hear back from him. K. Anderson added that Page 45 has brought about many problems, as it is incomplete and inaccurate, and has not been revised in many years. This page is primarily used for records evaluation to determine if students meet graduation requirements. Once the feasibility for providing this report has been determined, discussion will occur with M.R. Moore, the Records Evaluators and the Curriculum office for the potential for replacing or eliminating this page from the Catalog. The same information can be obtained by either utilizing a report of articulated courses to use as electives.
or by looking on-line for real-time information. P. Hadjimitos added that the information would almost duplicate Page 45 as the report would include I.A.I. articulated courses and/or courses articulated by three or more state schools. The goal is to have a link added to the Internet that when clicked you would receive real-time information, and anticipates having this feature updated automatically. This method would be more inclusive than Page 45 currently is. The first report would only include the courses and a more voluminous course list would include the courses, the state schools that accept the courses, and any additional notes from the four-year schools.

K. Anderson wished everyone a nice holiday and will see everyone in the spring.

OTHER:  

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

Submitted by:  

K. Anderson, Chairperson

Susan Misasi Maratto

Recording Secretary
Notes from Marketing Committee meeting 12/11/2007

Attendance: John Cadero, Angelee Johns, Frank Heitzman, Kathy Dickens, Judy Jiang, Maria Correa, Dennis McNamara, Michael Weatherspoon, Mary Rita Moore, Tom Olson.

Tom Olson reported on recent marketing activities which include TV and radio spots in the works and planned for completion w/o 12/17/2007. The spots put special emphasis on global studies, women and gender studies, university transfer programs, university partnerships, and the GED and ESL programs. Page One was distributed w/o 12/10 and will be distributed again the 1st week of January. Continuing Education guide slated for delivery the week following Christmas. Fantastic Friday will be 1/11/2008 it is an enrollment event that will include entertainment, dancing, games, etc. and lots of people on hand to answer students’ questions and to facilitate enrollment. The Red Eye newspaper will give press coverage.

There was a general discussion of the effectiveness of faculty in-class enrollments. Judy Jiang reported on the high level of success this process has yielded in the anatomy and physiology classes.

Mary Rita Moore as a special guest expert discussed Enrollment Services activities and plans. These items included ES engaging faculty on a larger scale than in the past; one example given is for faculty to accompany the campus recruiters on site visits. This activity has started and it is planned for increased involvement in the future.

The call center collects information from callers to inquire about Triton programs and classes. A small group will be learning about this system so that they can serve as faculty contact points for inquiries. Mary Rita asked that the committee work to assist in identifying faculty to do this. Frank Heitzman volunteered to be one of the first
to train. The call center system also has the potential to auto send letters over faculty signature, send pdf files to inquirers in their areas of interest, etc.

Some programs and departments host special events to increase enrollments. The automotive program holds an open house once every two months to invite prospective students to the campus. Jerome Drosos has set up a partnership with the Des Plaines Valley Region to hold a ½ day expo for the HIA program, other career areas have planned and held similar events. The science department holds a science night each year, this year in April. ER can assist with this process by providing a list of names for a mailing, lists to be developed on campus or possibly purchased.

Last year’s open house was split so that the careers and the arts and sciences portions met separately. This year the plan is to shift to Saturday and recombine into one event.

Tuesdays at Triton is an event to which the college invites HS juniors, the event can be bi- or tri-lingual.

ES may have funding available for special events persons planning for an event should contact Mary Rita with ideas.

Maria Correa reported that many of the cultural events that rent the RC theater bring in more than 250 people. Many of these events are targeted to specific populations and would present an opportunity to do more targeted recruiting among these groups. She suggested that someone from ES on location for these events might prove a strong opportunity to recruit.
Notes for the TLTR Meeting of December 6, 2007

Attnding: Ron Elling          Pat Noll
          Frank Hietzman         Joe Buechel
          Terence Felton        Mike McGuire

Several variations of equipment were discussed:

Dimmer Switches along with the more powerful projectors
should be introduced to all rooms as the standard upgrade.

An alternative to Dimmer switches would be re-wiring the lights
so the bank closest to the screen would be able to be turned
off.

All Blinds need to be replaced – this is covered in the master
Plan.

Re-locating the screens to allow more viewable chalk/grease
board surface is also being included.

Self-reporting devices have been used in some departments,
and their effectiveness is felt to be worthwhile. Additional
Systems should be made available to interested areas.

There was some discussion on a concept of having one “super-
tech” room in every building. While the idea is of interest, the
group feels this should not be at the cost of upgrading or
adding tech resources in other areas where they are needed.

The HP grant for 20 laptops and other equipment is of interest to
members of the TLTR.

Two faculty members have expressed a willingness to
participate, and administration support exists as well. The PDC
will be checked to see if there are any other individuals interested. Work will begin in January.
Meeting Dates 2007 - 2008

College Council

October 15, 2007 2:00 PM - Boardroom
November 19, 2007 2:00 PM - Boardroom
December 17, 2007 2:00 PM – Boardroom
January 28, 2008 2:00 PM – Boardroom
February 18, 2008 2:00 PM - Boardroom
March 24, 2008 2:00 PM - Boardroom
April 21, 2008 2:00 PM - Boardroom
May 19, 2008 2:00 PM - Boardroom
June 16, 2008 2:00 PM - Boardroom

Senate

September 11th 2:30 PM - C 210
October 16th 2:30 PM - C 210
November 13th 2:30 PM - C 210
December 11th 2:30 PM - C 210
February 12th 2:30 PM - C 210
March 11th 2:30 PM - C 210
April 15th 2:30 PM - C 210
May 6th 2:30 PM - C 210

Assessment Committee

September 5th 1:00 PM – B 206
October 3rd 1:00 PM – B 206
November 7th 1:00 PM – B 206
December 5th at 1:00 PM – B 311
Wednesday, February 6 1:00 PM – B 311
Wednesday, March 5 1:00 PM – B 311
Wednesday, April 2 1:00 PM – B 311
Wednesday, May 7 1:00 PM – B 311

Academic Support Committee

September 10th 1:00 PM
October 8th 1:00 PM
November 12th 1:00 PM
December 10th 1:00 PM
February 11, 2008 1:00 L 148
March 10, 2008 1:00 L 148
April 14, 2008 1:00 L 148
May 12, 2008 1:00 L 148

Academic and Scholastic Standards Committee

September 17th 2:00 PM - L 224
October 15th 2:00 PM - L 224
November 19th 2:00 PM - L 224
December 17th 2:00 PM L 224
February 11, 2:00p.m. Room L224
March 10, 2:00p.m. Room L224
April 14, 2:00p.m. Room L224
May 12, 2:00p.m. Room L224

College Curriculum Committee

September 6th 2:30 PM - B 102
October 4th 2:30 PM - B 102
November 1st 2:30 PM - B 102
November 19th 2:30 PM - B 208
December 6th 2:30 PM - B 102
February 7th 2:30 PM - B 102
March 6th 2:30 PM - B 102
April 3rd 2:30 PM - B 102
May 1st 2:30 PM - B 102

Marketing Committee

September 11th 1:30 PM
October 16th 1:30 PM
November 13th 1:30 PM
December 11th 1:30 PM
February 12th 1:30 PM
March 11th 1:30 PM
April 15th 1:30 PM
May 6th 1:30 PM
Student Development Committee

September 27th 2:00 L 209
October 25th 2:00 L 209
November 15th 2:00 L 209
February 21st 2:00 L 209
March 13th 2:00 L 209
April 17th 2:00 L 209
May TBA 2:00 L 209

Quality of Life Committee
Feb 19th 1:30 - 2:30
March 11th 1:30 - 2:30
April 15th 1:30 - 2:30
May 6th 1:30 - 2:30

Professional Development Committee

September 14th 2:00 PM
October 10th 11:00 – 1:00 PM
November 9th 2:00 PM
December 12th 11:00 – 1:00 PM
Monday February 4th 2:30-4pm in the PDC
Monday March 3rd 2:30-4pm in the PDC
Monday April 7th 2:30-4pm in the PDC
Monday May 5th 2:30-4pm in the PDC
Meeting time is 2:30-4pm in the PDC