Members present: Jennifer Burkett, Ellen O'Connell, Julie Gilbert, William Griffin, Peter Jermihov, Natasha Morris, Emily Reabe, Amanda Turner, James Whitmer & Tracy Wright-Goehmann.

A. Approval of minutes from last meeting
   1. Jennifer moved to accept;
   2. Bill seconded; and
   3. Unanimous approval;

B. Scheduling of next meeting: Monday, December 7 @ 2:00 pm;

C. Comparable Credit
   1. Amanda gave update from last year's work done by Leslie, Cynthia & Amanda;
   2. Amanda & Emily to work together on this project as subcommittee; members agree that this is important work that should be continued & completed;
   3. Members to read handout and provide feedback at next meeting (Dec. 7);
   4. Proficiency Examination: distinction made between exam taken for placement and for credit;
   5. Point made that exams should be department specific; rather than gathering information regarding each department from each chair, test policies could be gathered from the respective deans;
   6. Point made that information regarding the p. tests should be made available to the students in one reliable source (such as the “policy & procedures” presented by the ASSC Committee); and
   7. Students may receive up to 30 credit hours by proficiency testing;

D. Online Courses
   1. Members received handout of e-mail that each new student receives upon enrolling in an online course; handout also provided websites from the BlackBoard On-Line Support Center; members asked to study the websites in preparation for the next meeting (Dec. 7);
   2. ASSC Committee will collaborate with Academic Support (Chair, Larry Manno) to develop standards/pre-requisites for students enrolling in online courses;
   3. Jennifer raised point of distinction between general resources presented to the prospective student versus a mandated process for each course;
   4. Amanda saw two areas of concern: an orientation on the online environment geared for the student and the faculty's familiarity with and use of terminology; and
5. Jim made point about the desirability of across-the-board standardization of online procedures; Julie related the fact that only the faculty member can mandate requirements for his/her course since “online” is a “mode of presentation” and therefore cannot have pre requisites for student admission.

E. Bill moved to adjourn;
   Emily seconded; and
   Unanimously approval
ACADEMIC ASSESSMENT COMMITTEE
December 2, 2009
2:00 PM
E-210

MINUTES

Members in attendance: Tom Porebski, Ellen O'Connell, Joan Libner, Mary Casey-Incardone, Maria Tereza Dyer, Jose Delgado, Maxi Armas, Maureen Musker

A. Program assessment
   o We discussed the need to look ahead to a three to five year cycle of program assessment and how best to ask programs to document this. This would be especially important to establish before the HLC report. We also discussed the ideal timing on this. The following possibilities were discussed. We will confer with Dan Domin as he has already met with some programs and may have a feel for what would work best.
      ▪ We just ask them to go back into their mappings and for each outcome include a projected semester (on a three-year cycle?) when they expect to assess that outcome.
      ▪ Revise the program assessment plan sheet to include a three or five year projected timeline. Those who have not already met with Dan would use this new form and include this projection.
      ▪ Use a new sheet that Dan will ask people to quickly fill in during early spring follow-up sessions.

B. Assessment Liaison Proposal – VP recommendations
   o We spent a good deal of our meeting discussing the assessment liaison proposal and VP Latham’s response to it. From that discussion, we drew a few conclusions:
      • We are still hoping to institute this pilot in Spring 2010, especially so that these efforts can be included in our HLC report.
      • Committee chair will email VP Latham and let her know we will have a revised proposal to her very soon.
      • In order to complete the proposal, it was suggested that we specify the breakdown of “academic areas” that each liaison would be responsible for. We originally said “a minimum of five.” It might be more like six or seven. However, we have to determine what an “academic area” is. It was suggested that an area would be designated by having its own prefix. That might make too many “areas”
for a small number of liaisons to cover. Maureen will email Dan Domini to request his help on this.

- The committee will receive an email with the revised proposal, based on VP Latham’s recommendations and committee suggestions. This email must be quickly reviewed by committee members and feedback provided to the committee chair by the end of this week. After the academic breakdown is determined, the committee will have a chance to review it before it is added to the revised proposal.

C. Spring activity

- Committee members note that the Illinois Community College Assessment Fair will be held on March 5th. We’ll discuss more details at our February meeting.

D. Forms

- Changes to assessment forms and/or additional forms will be discussed at the February meeting.

Next Meeting – February 4, 2010 from 2-3 pm in the CTE.
Student Development Committee Meeting Minutes  
November 19, 2009

Attendees: Juheilia Thompson (Chair), Mary Casey-Incardone (Co-Chair), Emily Reabe, Jamie Brisco-Ricks, Larry McGhee, Rob Connor, Patricia Knol, Quincy Martin, Elvis Ortega, & Irma Gonzalez (TCSA Senator)

I. Topics for Discussion (New Business)

1. Mary Casey-Incardone welcomed to the committee.

2. Retreat Planned for December to discuss goals for Spring 2010.

3. Reflections and feedback about the LGBT workshop, and how we can expand upon this event next semester.

4. Elvis Ortega presented information about the Academic Success Center.

II. Subcommittee News (Old Business)

1. Online Orientation Updates – Amanda will update the committee

2. Safe Zone Training- Quincy Martin will continue to work with Jamie Brisco-Ricks and Juheilia Thompson to coordinate a Safe Zone Training to bring awareness to Triton College regarding the Lesbian, Gay, Bisexual, and Transgender community for the Spring 2010 semester, and teaching faculty members of the committee will promote in their departments and classes.

III. Absent- Alpha McMath, Amanda Turner, Eric Dutt, Gabriel Murphy, James Gray, Kathy Cunningham, Kathy Deresinski, Mary Rita Moore, Renee Wright, Sandra Berryhill, Jose Delgado, Aaron Saunder (Student Trustee)
Quality of Life Committee
Meeting Minutes from December 3, 2009, 2:30pm

Attendees: Christina Brophy, Bill Decker, Deborah Baness King, Jacky Mullany, Jeff Sargent

New Co-Chair
Beginning in January, Jacky Mullany will be co-chairing the Quality of Life Committee.

Defibrillator Training
The PDC will be offering training in use of AED units/defibrillators to interested faculty in the Spring of 2010.

E-307
E-307 and several other classrooms received updated furniture this semester to the dismay of some instructors. While faculty recognize the intent was to get new more adult-friendly furniture in place as soon as possible, members still think notice should have been provided and that a better time to change furniture is at the semester break. In general, there needs to be better communication with affected instructors when changes are planned for their classrooms.

Outside Lights
Jeff Sargent reported that bulbs are being replaced where necessary in Triton’s outdoor light posts.

Crisis Management
Jeff also reported that the new public address system is undergoing testing presently and that he expects full implementation any day.

Hallway Benches
Not only do students appreciate the benches in the hallways, they have been requesting that more of them be put in as the present benches fill up quickly. Can this be added to the budget?

Christmas Party
Instructors whose offices are in the R-building did not receive flyers announcing this year’s Christmas Party. Hopefully that can be remedied so that the same thing does not happen next year.

Office Chairs
Many instructors require new office chairs and wonder when new chairs will be available.

Smokers
Jeff noted that the police receive lots of complaints about smokers congregating next to buildings (closer than the 15-20' required by signs, etc.) While police officers when patrolling already address smokers in violation of this rule, tickets have not been issued. Jeff noted that most of the offenders are actually staff members (rather than students). So...please be sure to observe the rules and encourage your co-workers to do the same!

ASC & ETRC Moves
The Academic Success Center will be moving to A-106 and the ETRC will be moving to A-100 starting December 18th. The ASC & the ETRC can be reached by dialing extension 3361. Numerous changes will be accompanying these moves, among them: the creation of a collaborative workspace for students; a dedicated testing room and a full-time coordinator of testing in A122D; and, the option for interested faculty (who make arrangements with the center) to hold office hours in a new Faculty Resource Room. Instructors are encouraged to watch their email for further announcements as well as updated information for their syllabi.

Next Semester's Meetings
Our meeting dates for the Spring 2010 semester are as follows:
- Thursday, February 4
- Thursday, March 4
- Thursday, April 1
- Thursday, May 6

Unless we hear otherwise (regarding room assignment), all meetings will be held at 2:30pm in E-209

Membership
Our exciting and friendly committee is always looking for new members—and Christina brings baked goods to meetings. If you are interested in joining email cbrophy@triton.edu
Minutes: Professional Development Committee – Summary for the Academic Senate
November 19, 2009
Attendees: Mary Bielski, Dan Domin, Jean Dugo, Angelee Johns, Mary Jeans,
Pat Knol, Peggy Murningham, Jonathan Paver, Lucy Smith, Preet
Saluja, Renee Wright & Liz Brindise

Meeting Discussion:
1. Spring Faculty Workshop – **suggested speakers:** President of Valencia College (ATD), Dr. Romburke – Assessment in Education: 13 different evaluations strategies for faculty; **suggested potential breakout sessions:** Resources available: CTE, Counseling, Integrated Learning assignments, SAAVY awareness, utilities & access

2. Outstanding Faculty Award – Nomination forms are due tomorrow 12/9 (deadline was extended)

3. Newsletter Update – 1st publication planned for Spring 2010 (February), in both paper & electronic forms initially; later, limited paper & routinely electronic; contributions will include: Faculty Corner (Spotlight on Faculty), Teaching & Learning article – summary, Leadership & Conference updates, Curriculum/Assessment tips, Calendar of Events

4. CTE news – the CTE now has it’s own webpage; currently, it has a mission statement, general information about services provided and staff available. It will soon add a calendar of events, a link to the PDC registration for workshops feature (to allow for self scheduling planned workshop attendance), and the Newsletters archive. Also, Dan Domin and Gabe Guzman have been working with Crystal Saunders to write an external grant for the CTE facilities enhancement (Crown Foundation)