ACADEMIC ASSESSMENT COMMITTEE
November 4, 2009
2:00 PM
E-210

MINUTES

Members in attendance: Renee Wright, Dan Domin, Panos Hadjimitsos, Tom Porebski, Liz Brindisi-Perez, Maureen Musker

A. Approved October minutes – Tom Porebski and Renee Wright

B. Program assessment update
   • Dan Domin reported to the committee on the progress of one-on-one meetings with departments/programs to work on program assessment plans. He said this methodology seems much more productive and efficient as compared to general assessment workshops.
     o Out of the 40 programs currently on the “roster,” 11 of them are education or health programs. As they regularly complete assessments for outside agencies, Dan will contact them last. He’ll work with them in the spring to massage what they already do to conform to our system.
     o Of the other 29 remaining programs, all have at least been contacted by Dan.
     o Of these, 14 have met with or are soon to meet with Dan to work on Program Assessment Plans for Spring 2010.
     o The goal is to have the majority of plans in by early December.

C. Data analysis and review (peAR)
   • A discussion took place regarding how to help programs collect and analyze the data they collect in the spring. Various topics included the use of Survey Monkey, resources of the Research Department, advising programs beforehand on best instruments to streamline these steps as well as realistic scope of the assessment as regards number of participants. As a result of this discussion, a few decisions were made:
     o After initially getting plans in place, Dan will offer additional advice to programs and departments on data collection and analysis.
     o If Dan needs help getting to all programs, committee members will assist.
     o The CTE’s purchase of a DVD webinar on analyzing data will be made available in the spring to all programs. An email will be sent at that time reminding them it is in the CTE.
     o As more programs get plans in place, they will be encouraged to share their processes with other programs either through online access to plans and/or participating in Brown Bags, especially the
November 18th 2-3pm session. It’s essential that struggling or apprehensive programs are aware of what others are doing to reduce assessment anxiety and improve attitudes about its effectiveness as a way to ultimately improve student learning.

- The reporting tool will be shared at the December meeting for committee review and once approved, uploaded onto the committee web page.

D. Software Task Force – Maureen has gathered names and will be scheduling a meeting soon.

E. Membership update – Maureen has contacted the adjunct union about a member and Quincy Martin regarding a TCSA member from an education or health program. Both of these are pending.

F. Adjunct Liaison structure update – The proposal is under review by VP Latham. She will follow up with the committee chair who will provide an update at the December meeting. At that meeting, more details may need to be decided if this proposal is to move forward in Spring 2010 semester.

G. Professional Development
- It was recommended that upcoming local assessment events such as the Joliet Junior College Assessment Fair, HLC conference, and Association of Institutional Research conference, be attended by as many committee members as possible. This will require funding and gauging member interest.

H. Brown Bag – November 18th, 2-3 pm in the CTE. Tom Porebski, Maureen Musker, and any others who have Program Assessment Plans underway are encouraged to come and share their plans. Anyone who wants more ideas or information on putting together their own plan should attend as well.

ACTION ITEMS:
Maureen Musker will:
- Send a faculty-wide email reminder for the 11/18 Brown Bag and help facilitate it.
- Update the status report and reload it onto the web page.
- Post the Program Assessment Plan sample on the committee web page.
- Schedule an Assessment Platform Task Force meeting.
- Continue to work on the Blackboard shell.
- Follow up on adjunct and student committee member candidates.
- Follow up on assessment liaison proposal.

Dan Domin will:
- Continue to contact programs to arrange one-on-one meetings on assessment plans.
- Keep the committee informed on progress of those meetings.
- Facilitate the 11/18 Brown Bag.

Tom Porebski will:
  o Share his Program Assessment Plan at the 11/18 Brown Bag.

Next Meeting – December 2, 2009 from 2-3 pm in the CTE.
I. Call to Order

Present: P. Bhasin (Chair), T. Olson, M. Stabile, J. Cadero, S. Zachariah, A. Salzman

II. New Business

A. Revisions were discussed related to the FT Faculty High School Recruitment Checklist. Revisions decided upon can be reviewed in the attached updated checklist.

B. Departmental web presence: each department must have a dedicated Cubits administrator, responsible for editing departmental site content on the main Triton www server. This administrator is responsible for updating site content, apart from media (photos, video, audio) which must be approved by the IT department first.

V. Adjournment
Quality of Life Committee
Meeting Minutes from November 5, 2009, 2:30pm

Attendees: Christina Brophy, Bill Decker, John Lambrecht, Jacky Mullany, Richard Rodriguez, Jeff Sargent, Jennifer Smith

Emergency Notification System
Jeff Sargent reported that contractors are behind but the new system should be completed soon. The new system will allow the police department to notify the entire campus, individual buildings, or even a particular floor of danger and will be able to provide instructions. John Lambrecht noted that as part of a 3-year project individual classrooms will eventually have their own AV alarm/information units.

Lightning Detector
A lightning detector has been installed which will notify participants when they need to get off the sports field.

Hand sanitizers & towels
In an effort to curtail the spread of the flu hand sanitizers are coming soon; they will be installed in common areas around campus. (They will not be installed in bathrooms due to the availability of soap and water. Soap and water are actually more effective than hand sanitizers.)
New paper towel dispensers will be installed in January. It is hoped that the new dispensers will cut down on waste.

Copier relief is on the way!
A new copier contract was just approved. Of the 60 campus copiers, 8 have already been replaced. The remaining 52 copiers will be replaced by January. The contract contains a "lemon law" so that if a copier is perpetually troublesome it will be replaced (instead of merely repaired week after week).

H-Building
John Lambrecht is currently narrowing the field of contractors for the proposed renovations from 28 down to 6-8. A committee which will include relevant faculty will participate in selecting the final candidate. While things are going smoothly at the moment there is some concern that the state budget crisis may cause delays.

New Projectors
10 new projectors integrated with carts and laptops have recently arrived. Richard Rodriguez informed the committee that 15 more are coming soon.

Police Updates
Committee member Jeff Sargent was recently made the Chief of Police. Rolando Castillo is the new locksmith (replacing Lonnie). If you run into a problem with locks or keys please contact the Police Department for assistance.
R-131
The projector and DVD cabinet have been fixed in R-131. Instructors were overjoyed.

Maintenance requests
As soon as the programming is set up, an electronic notification system will be in place to make and track maintenance requests. In the meantime please call campus extension 3210 and/or email John Lambrecht at jlambrec@triton.edu with your maintenance issues.

Chalk, markers, erasers
Faculty should obtain chalk, dry erase markers and erasers from their departments. These are not items that Maintenance supplies.

Elevator Updates
Assorted upgrades will be made to campus elevators in the Spring of 2010.

Next Meeting & Membership
Unless we hear otherwise regarding room assignment, the next meeting will be on Thursday, December 3 at 2:30pm in E-209

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
Student Development Committee Meeting Minutes
October 22, 2009

Attendees: Emily Reabe, Jamie Brisco-Ricks, Jose Delgado, Larry McGhee, Rebecca Fournier, Sandra Berryhill, Rob Connor, Aaron Sauder, Irma Gonzalez

I. Topics for Discussion (New Business)

1. Review By-Laws
   The Committee discussed the difficulty in recruiting and retaining student representation on this committee and proposed that we offer some sort of incentive to student representatives, such as a monetary certificate to the bookstore, free college course, service learning credit, or recommendation letters. The number of Administrators on the committee was discussed as well and the committee decided that the 3 administrators and 1 mid manager were suitable for the student oriented committee as long as the number of student participants were equal.

   The committee also decided to invite Elvis Ortega from the Academic Success Center to join the Student Development Committee.

   The committee would also like to propose to the Academic Senate that the faculty members from selected disciplines are added to the By-Laws.

2. The student members recommended that the committee address the needs of students on campus. They would like to have an open gym area that does not require course registration. Students also proposed an open interaction or forum with the Counseling department during registration times to assist students. Students proposed having an online tutor available to assist students and more assistance for students taking online courses. The committee members also discussed the creation of intramural sports teams.

3. The committee members would like to select a tenured co-chair for this committee from the Counseling Department. Discussion is in the works as to whether this person has to be a Full-time Counselor or can it be another faculty member from a different department
4. The Student Development Committee recommends the following students who were approved for the Student Life Committee: John Brooks, Sandra Reyes, and Mubarak Malik. The alternate is Charisma Magna.

5. **This is postponed until the November meeting**

"Building a Culture of Evidence" - Theme for addressing goals
The committee is awaiting clarification on the goals that the President and Vice Presidents would like this committee to address. Mary Rita Moore will e-mail the committee with an update. Dr. Amanda Turner will provide the committee with an update/Spring 2010 sample of the Online Orientation program at the next meeting for the committee to review.

II. Subcommittee News (Old Business)

1. Online Orientation Updates – In Progress (see above notes)

2. Safe Zone Training - Quincy Martin will continue to work with Jamie Brisco-Ricks, and Juhelia Thompson to coordinate a Safe Zone Training to bring awareness to Triton College regarding the Lesbian, Gay, Bisexual, and Transgender community. The Straight But Not Narrow Workshop is scheduled for Wednesday November 11, 2009 9:30-11 and 2-3:30 Room J107.

III. Updates - (See Above) Next committee meeting will be held November 19, 2009 B209

IV. Absent - Alpha McMath, Amanda Turner, Eric Dutt, Gabriel Murphy, James Gray, Kathy Cunningham, Kathy Deresinski, Mary Rita Moore, Patricia Knol, Quincy Martin, Renee Wright,
Professional Development Committee – Minutes for Senate
October 22\textsuperscript{nd}, 2009

Attendees: Jean Dugo, Gabe Guzman, Angelee Johns, Pat Knol, Peggy Murningham, Preet Saluja, Lucy Smith, Rene Wright, Liz Brindise

1. Outstanding Faculty Award – Nomination Forms were distributed through the VP Academic Affairs Office; members were encouraged to promote nominations in their respective departments

2. Newsletter – content possibilities were discussed at length. Some suggestions:

- \textit{Faculty Corner} - article spotlighting noteworthy individual faculty accomplishments
- \textit{Teaching & Learning Article} – reviewed/discussed by interested faculty member; include link to League for Innovations
- \textit{Leadership and Conference notifications} – pertinent to all faculty (NISOD, Chair Academy, NACCE etc) with links to registration
- \textit{Faculty Publications and Productions (books theater, film)} – One Book, One Triton display case in library
- \textit{Curriculum/Assessment tips}
- \textit{Calendar of Events} for the CTE

3. Web presence for the Professional Development Committee – request was forwarded for set up

4. CTE – potential Programming
- Faculty Learning Communities (FLCs)
  1. Dev Ed strategies (a possible vehicle for implementing \textit{Achieving the Dream} recommendations)
  2. Integrated Assignments – Environmental Footprint, Civic Engagement
Academic Support Committee
Meeting Minutes
November 2, 2009

In attendance: Larry Manno, Dubvrika Juraga, Amanda Turner, Debbie Baness-King, Bill Decker, Pat Hussey, Rebecca Fournier, Julie Gilbert, Lucy Smith

The meeting began at 2 PM and ended at 3:05 PM.

- We discussed the fact that a committee has been formed to review the feasibility of a textbook rental program at Triton.
- We revisited our past discussion about an orientation for students enrolled in online courses. It was suggested that we look through the current orientation provided by Blackboard and revamp this if necessary. We could then compile an orientation quiz that could be used by instructors to ensure that the students have read through and understood the contents of the orientation. It was also suggested that this orientation information and quiz be distributed to students during a "week zero," which would occur before the actual start date of the course.
- Larry Manno and Julie Gilbert have applied to host a college hour pertaining to orientation for students enrolled in on-line courses.