Senate Report
Curriculum Committee
2/12/2013

Following courses were approved at the College Curriculum Committee meeting on 2/7/2013 and are forwarded to the Senate for approval:

RHT095 Introduction to College Writing I
RHT096 Introduction to College Writing II
The pre-requisites for these courses were revised to reflect the new tool used for writing assessment at the college.

CSG150 Career Life Planning
This course was updated and topics were revised to align with current content.

With the changes that Colleague will be bring to the college, course prerequisites will also be impacted. The new system will not be able to capture prerequisites unless they are tied to courses or test scores. For courses that have prerequisites written in any other fashion, such as special certification or skills requirements that need to be completed for course admission, will now require a general petition to ensure that students are prepared for course entrance. One way to circumvent this problem would be to remove this type of language from the prerequisite, and add it to the course description. Faculty who are revising or developing new courses should consider this in their new course descriptions and course prerequisites.

A new version of the course outline is now available on the curriculum page for internet/intranet. This new form includes the college’s general education outcomes. Courses that have just been approved do not need to revise their forms, but any courses coming forward for approval should be written using the new forms.
CALL TO ORDER: The regular meeting of the ASSC Committee was called to order at 02:30 p.m., on February 4, 2013 at Triton College by Julie Gilbert in room J236.

Those present included: Julie Gilbert, Jenny Giangrego, Marie-Ange Zicher, David Haennicke, Tracey Johnson, Tracy Wright, Zach Sujith.

Approval of Minutes: The minutes of the December 3, 2012, meeting were not approved as there was not a quorum of voting members.

Open Issues:

1. The additional Scholar student who Julie contacted and asked to join the committee has still not responded. Julie will follow up.
2. The remaining meeting schedule for the semester was discussed. The dates are as follows: First Monday of the month at 2:30 p.m. - March 4; April 1; May 6.
3. Membership update- Julie discussed each voting member’s ability to attend the majority of meetings and membership in the committee since the new faculty contract requires all faculty to participate in a committee or task force.
4. Julie reported that the Prior Learning Assessment (PLA) Policy was approved at the December 18th board meeting.
5. The Committee is exploring ways to educate faculty about the PLA policy. Possibilities include offering a workshop through the CTE or a presentation at the fall Faculty Workshop. Amanda Turner has attempted to contact CAEL to discuss details of their participation in the portfolio process and to present at a Triton workshop. The organization has not responded. Amanda is researching other schools working in partnership with CAEL. Zach and Amanda have contacted Benedictine University. Benedictine has created its own manual to assist students with the PLA portfolio process and have sent a faculty member to CAEL for portfolio process training. Zach will update the committee on any further information of which he is aware. Julie will attempt to follow up with the CAEL representative holding a workshop at the AtD Conference she is attending this week.
6. Discussion resumed regarding ways to improve certificate and degree completion rates. Amanda Turner responded to a committee email sent by Tracy regarding acceptance of reverse transfer credits and the residency requirement. Amanda explained that the waiver of residence requirements will be evaluated on a case by case basis. Zach reported that Enrollment Services and Academic Success are currently working on reports of students who are close to or have met the number of hours to graduate. They are looking at different strategies to
encourage the students to complete their degrees and submit graduation petitions.

7. Julie asked if there is a way to track these types of students who have already transferred to a four year school through the new ERP system. Perhaps we could generate a letter to these students encouraging reverse transfer credits. David will contact Jean Dugo and DeSandra Johnson to see if this is possible.

8. Shelly Tiwari and the AtD Data Team have requested to visit the committee regarding some of its work involving student success strategies such as increasing graduation rates. She has been invited to attend the March meeting.

9. Julie continued discussion on providing a workshop or information session to assist faculty in determining the appropriate reading levels of the textbooks that they are selecting. Various avenues have been discussed and explored such as the CTE and the Curriculum boot-camp. The committee has been invited to provide a supplemental handout to the boot-camp as its schedule is very full. Marie-Ange said the CTE provided a workshop like this in the past with low attendance. The committee felt the low attendance in the past could be due to schedule conflicts and timing. The committee discussed creating a YouTube video, using the CTE/PDC’s available resources, to provide an overview of the information. This would allow access to faculty as needed for textbook selection. A printed “how to” manual or handout with detailed instructions could then be created and available to supplement the YouTube. The committee decided to investigate these options. Julie will contact Bob Greenwald and Renee Wright regarding their possible participation.

10. Discussion of the 21st Century Report was tabled due to time constraints.

Adjournment:

Meeting was adjourned at 03:30 pm by Julie Gilbert. The next meeting is scheduled for Monday, March 4, 2013.

Minutes submitted by: Jenny Giangregorio
Student Development Committee Minutes

February 4, 2013

B-211

In attendance: Committee Chairperson Mary Casey-Incardone, Dean Dr. Amanda Turner, Dean Corey Williams, Associate Dean S. Zachariah, Greg Catania, Ed Konstanty, Carolyn Meanza.

1. Minutes from December meeting – were approved by those in attendance today.


A. March 2013 -- “Outreach of Student Support Services”

The committee agreed to have outreach tables in the following buildings, on the following dates: R building -- Monday 3/11 from 11am – 1pm and 6pm – 7pm; E building Tuesday 3/12 11am – 1pm and 6pm – 7pm; B building College Center Link/Café 11am – 1pm and 6pm – 7pm.

Committee members were assigned departments to contact to gather flyers, brochures, and assorted print information to distribute at the table, 250 copies of each printed information piece. (See attachment) Committee members should bring the materials to the March 4th meeting and all materials will be stored in a box, stored in B-100 (counseling center) and can be transported to each site for the event. We will use either the Counseling Department tablecloth or the Admission Department tablecloth to cover the table at each outreach event. Dean Turner will purchase and donate candy to distribute at the table. We will advertise the event on the new student portal.

B. Health Fair

The committee chairperson did reach out to the Black Heritage Council about joining efforts to assist with their event...however, the BHC had planned and gone forward with all of their plans before the Student Development Committee had an opportunity to share in the planning of the event. So, it was decided that the Student Development Committee would investigate some other options by communicating with contacts in community health agencies (perhaps local township mental health centers) and partner with them to provide information to students by providing information tables at the Student Success Event, to be held in May. (Greg Catania volunteered to make contacts with persons he knows and will report back to the committee in March.) The committee also left open the possibility of having a panel discussion or presentation in addition to the information table. Dean Williams will advise the committee as to the date for “Success Fest” and the committee will move forward on planning the details for the event at the March meeting.
C. Other Campus-Wide Initiatives

Dean Turner advised the committee that we could share information about the new “Student Portal” that is now part of the “Colleague/WebAdvisor”. The committee will assist in familiarizing students with this at the “Outreach” event by having a laptop computer available to demonstrate this new access to technology to our students.

3. Other...

Carolyn Meanza informed the committee that a search is underway for a new director for the GED program. She also informed the group that the ESL curriculum is being revised. She briefly spoke about a bridge program being piloted for ESL students who are transitioning into college credit courses.

The meeting adjourned at 3pm.

Next Meeting:
Monday March 4th at 2pm

Minutes respectfully prepared on 02/05/2013 and submitted by:

Mary Casey-Incardone

Chairperson of Student Development Committee

And Triton College Counselor
Academic Support Committee Minutes
Meeting: February 4, 2013
Place: E204


I. Approval of December minutes (Konstanty/Nichols)

II. Updates about PASSKEY prep for COMPASS

   - Hanan reported that PASSKEY cannot create a test to mirror COMPASS; the two are not aligned. Students can use PASSKEY to work on specific skill areas, but the students must know what they need to work on in order to improve on the test. COMPASS results do not come with a diagnostic assessment, so students do not know the areas of deficiency.

III. Ideas for spreading information about the placement test

   - The library has review material on reserve (few know about it, few know how to find it)
   - Counselors are giving students test-taking information before students go to the center
   - Brochure and/or web presence?
   - Altering the acceptance letter may be too late
   - Creating a live review session may be redundant, and current review sessions for math are not well-attended

IV. Invitees and questions for next meeting

   - Emmanuel Esperanza, Isabela Zurawska, and Zach Sujith
   - Are test-giving staff members trained in questions to ask test-takers? What other information needs or can be added to current materials? Who created these materials (i.e., would it be easier to create them anew or revise)? Would a communication plan smooth the transition for test-takers from admission to testing to registration? On admission days, can we speed up the results process (not allow the essay to require hand grading)? Why are certain components of the test (full diagnostic assessment, ESL version, etc.) not offered? Who are the interested parties who need to be universally trained on the ins and outs of the placement test?

V. Announcements or Other

   a. The library is hosting African-American read-in with Congressman Davis on February 18 at noon.
   b. On February 21, DePaul will have a accelerated transfer session from 10-2 in the university center. Students must apply two days before, not pay the application fee, and bring official transcripts to the session.

VI. Adjournment (Wester, Nedrow)

Next meeting: Spring semester (Monday, March 4, 3pm, CTE)
Professional Development Committee Meeting
Summary Minutes for Academic Senate

Meeting Date: January 29, 2013
Meeting Time: 2:00 pm

Attendees:
Mary Bielski, Marilyn Craig, Annette Jajko, Mary Jeans, Peggy Murnighan, Mary Ann Tobin, Lucy Smith, Marie-Ann Zicher

The committee discussed the spring faculty workshop. The feedback was positive with 19 ‘outstanding’ 23 ‘good’ and 0 ‘did not meet my expectations’. The top ranking topics noted by faculty for future workshops were:

- Excellent Teaching
- Social Emotional Learning
- Helping Students Navigate Academic Literacy & Student Learning Outcomes (tied)

The committee plans to create a theme for next year’s workshops as well as other learning opportunities based on this feedback as well as soliciting more information to assess faculty’s professional development needs.

Two subcommittees have been formed for Full-Time and Adjunct Faculty Award selection. Thank you to all who submitted nominations. The recognition reception will be April 29, from 2-4pm in B204/210.

Next meeting is Thursday, February, 21 at 2pm in the CTE
Assessment Committee Meeting Minutes
February 6, 2013

In attendance: Larry Manno, Mary Ann Tobin, Mary McLean-Scanlon, Robin Meade, Bob
Greenwald, Carol Lynch, Bill Justiz, Mary Casey-Incardone, Maxi Armas

The meeting began at 2 PM in E-210.

Committee Membership
- Mary McLean-Scanlon was introduced as the new representative from Research and
Institutional Effectiveness.
- One representative from Adult Education was removed from the committee membership.
- We are still in search of an academic dean and a representative from Continuing
Education to serve on the committee.

General Education Outcomes Mapping
The completed matrix, along with instructions for completing it, has been loaded to the
committee’s web page. An e-mail was sent out to chairs/coordinates asking them to complete
matrices for their programs and submit them by Friday, March 15.

Assessment Status
- As of Wednesday, February 6, 2013, all programs except four have submitted assessment
plans. Efforts are continuing to be made to contact representatives from these four areas.
- Evaluations have been completed for all programs that submitted assessment plans.
These evaluations may be accessed by clicking on “Administration” on the committee’s
web page. All evaluations are password-protected.

Assessment Timeline and Handbook
- Bill Justiz presented an annual timeline of assessment events. The timeline better
illustrates when certain assessment activities will be performed.
- Larry asked all members of the committee to review the handbook, which will be updated
at the next meeting.

Assessment Fair
The annual assessment fair for community colleges will be held on Friday, February 15 at Elgin
Community College. Registration is still open, and it is $99/person.

The meeting ended at 3 PM.
Registration is now open for ILCCO’s Annual Growing Online Learning Conference!

This online conference is scheduled for Feb. 19-21, 2013. The theme of the conference is Self-Regulated Learning. The keynote speaker for this year’s conference is Anita Crawley, author of Supporting Online Students: A Practical Guide to Planning, Implementing, and Evaluating Services.

**Session topics are:**

**Feb. 19**
- Noon-1 p.m. Keynote: Motivation and Student-Centered Online Learning
- 3-4 p.m. Self-Regulated Learning: What does it look like in online education?

**Feb. 20**
- 9-10 a.m. Student Resistance to Active Learning in a Flipped Classroom
- Noon-1 p.m. Getting Students Ready to Read and Do Homework Before Class
- 3-4 p.m. Creating a Sense of Community in an Online Class

**Feb. 21**
- 9-10 a.m. Peer Mentoring in an Online Learning Program
- 3-4 p.m. Activities and Assignments that Promote Self-Regulated Learning

Come to the CTE to watch all or portions of the conference while enjoying a cup of coffee and a snack with your colleagues, or register and participate in the conference at your own computer in the comfort of your own office or home.

**NOTE:** There is no fee for the conference, no matter where you watch it, and registration is available at [http://ilcco.net/ILCCO/?p=conferences](http://ilcco.net/ILCCO/?p=conferences), where you will also find more information it.

**Additional Questions?**
Contact Marie-Ange Zicher at Ext. 3269 or mzicher@triton.edu.
Students may repeat a course to improve a grade. However, they in which they have received a "D" or "F" grade but may not receive credit for the course more than once. Only the higher of the two grades will be used in computing the grade point average.

If students repeat a course in which they have received an "A", "B", or "C" grade, they will not receive credit for the repeated course, and the grade points will not be counted in the student's record. The only exception is for courses noted in the "Course Descriptions" section of the catalog as those that may be repeated for full credit.

In all cases, both grades will remain on the students' official college transcript. This policy pertains only to courses taken and repeated at Triton College.

In order to benefit from this provision, the student is responsible for submitting a Petition for Repeated Course upon successful completion of repeated course.
WANTED:
Applicants with Certified Workplace Skills

Employers across the country report that they are often overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time-consuming and inefficient. Employers need a way to quickly pinpoint individuals with essential, verifiable workplace skills. That’s why they’re asking applicants to earn a National Career Readiness Certificate (NCRC).

Certify your skills
Prove that you have the skills needed for the job. The National Career Readiness Certificate, issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple related graphics

Take the first key step toward proving your workplace skills.

Individuals interested in earning a National Career Readiness Certificate must contact the Triton College Testing Center at (708) 456-0300, Ext. 3252 for an appointment.